Sample Job Description\*

**PASTOR**

 *Principal Function*: The pastor is responsible to the church to proclaim the gospel of Jesus Christ, to preach the biblical revelation, to engage in pastoral care ministries, to provide administrative leadership in all areas of church life, and to act as the chief administrator of the paid staff.

**Responsibilities**

1. Plan and conduct the worship services; prepare and deliver sermons; lead in observance of ordinances.
2. Lead the church in an effective program of witnessing and in a caring ministry for persons in the church and community.
3. Visit members and prospects.
4. Conduct counseling sessions; perform wedding ceremonies; conduct funerals.
5. Lead the church in planning, organizing, directing, coordinating, and evaluating the total program of the church.
6. Work with deacons, church officers, and committees as they perform their assigned responsibilities.
7. Act as moderator of church business meetings (unless a layperson is elected as a moderator).
8. Cooperate with denominational leaders in matters of mutual interest and concern; keep the church informed of denominational development; represent the church in civic matters.
9. Serve as chief administrator of the paid church staff; supervise the work of assigned paid staff workers.

*\*Church Administration Handbook, Third Edition, Revised and Updated; Bruce P. Powers, Editor; Chapter 5, Personnel Administration, William G. Caldwell; B&H Academic, Nashville, TN, 2008.*