

## **Westfield Baptist Church**

### Senior Pastor Job Description

#### **Purpose**

The Pastor is responsible to communicate the truth of God's Word, to provide spiritual leadership and shepherding for the church body & staff and lead the church to fulfill the Great Commission.

#### **Accountability**

The pastor ministers, in cooperation with the Deacons & fellow staff and is accountable to the church body through the Deacons.

#### **Responsibilities**

1. Provide spiritual leadership and pastoral care to the congregation, fostering a culture of faith, love, and service.
2. Develop and deliver engaging, biblically based weekly sermons during worship services, as well as on special occasions and events.
3. Plan and lead services, collaborating with the worship team, and ensuring that services are meaningful and spiritually enriching.
4. Provide pastoral care for members of the congregation, including visiting the sick, counseling those in need, and offering support during times of crisis.
5. Facilitate and encourage spiritual growth and discipleship through the development and implementation of Sunday School, Bible studies, and other educational programs.
6. Work with church leadership and staff to establish and execute a vision and strategic plan for the church's growth and leadership development.
7. Engage and build relationships within the local community, participating in outreach and mission activities, and collaborating with other organizations to address community needs.
8. Be skilled in good planning, organization, delegation and management of the day-to-day affairs of the church.
9. Supervise and mentor church staff, both ministerial & support, and WBC lay-volunteers, fostering a positive, collaborative work environment which encourages healthy leadership development.
10. Work with the Deacons in providing spiritual and administrative leadership for the church.
11. Perform other pastoral duties, including weddings, funerals, baptisms, and dedications, as required.
12. Work with the Staff Relations Committee to conduct annual written performance reviews of staff and provide on-going informal feedback with respect to progress on ministry goals and objectives.
13. In cooperation with the Deacons, seeks to manage conflict that arises within the church body. Seek to reconcile relationships and promote unity amongst the staff, lay leadership and the church body.
14. Serve as ex-officio member of all committees of the church and as staff advisor for these committees.
15. Prepare for and serve as moderator for Church business meetings
16. Establish office hours as needed to meet the ministry objectives for the church body.

#### **Qualifications & Other Professional Responsibilities**

- Possess a vibrant, growing personal relationship with Jesus Christ; committed to Christian principles, believe in the doctrines of our church & have a passion to serve as Pastor/Teacher recognizing a divine call to the Pastoral Ministry.
- Exhibit a biblical marriage - based on Ephesians 5:25-33. He should give priority to his marriage & family as his first ministry and should model before the congregation how a Christian husband & father should live.
- Appropriate academic training for developing the spiritual gift of pastor/teacher, preferably a seminary degree from an accredited seminary or school of divinity.

- Demonstrate the character and teaching abilities outlined in Titus 1:5-9 & 1 Timothy 3:1-7 and possess the talents and capabilities for the Pastorate.
- Possess a heart for pastoral care & the ability to provide compassionate & empathetic support to congregation, lay leadership & staff.
- Must have at least 3-5 years of full-time ministry experience in a Southern Baptist church
- Must be able to pass all extensive background checks
- Must believe & adhere to the Baptist Faith & Message, 2000 and the covenant of Westfield Baptist Church
- Must be in agreement, sign & adhere to Westfield's Internet Social Media Policy
- Exhibit faithful stewardship in participation and support of the overall mission of our church & its ministries.
- Cooperate with associational, state and denominational leaders in matters of mutual interest and concern; keep the church informed of denominational developments; represent the church in civic matters.
- Pursue continuing education through courses, seminars, and conferences as he finds appropriate and useful.

### **Terms of Office & Benefits**

- His ministry begins when he accepts the call to serve as Pastor & unites with Westfield Baptist Church
- His ministry will be for an indefinite period of time with the understanding he may resign with a 30 day written notice.
- His compensation will be negotiated during the 'call process' & will include Salary, Housing, Retirement, Health, Dental & Life insurance; along with monies for his ministry & travel expenses.
- He shall receive five (5) days paid vacation during the first six months of ministry, and two (2) weeks paid vacation after his first year of ministry.
- He shall be eligible for six (6) paid sick days per year for personal or family illness. Unused sick days can be accumulated each year, not to exceed a maximum of eighteen (18) sick days. Any chronic conditions or injury will be reviewed by the Staff Relations & Deacons
- He will be eligible for one (1) week paid Christmas bonus. It is prorated if less than one year of service
- He shall have the opportunity (2 weeks per year with pay) to lead revivals & to attend conferences & conventions.
- He will be eligible for nine (9) paid holidays: New Year's Day, Easter, Memorial Day, July 4th, Labor Day, Thanksgiving Day and Friday following, Christmas Eve and Christmas Day. When the holiday falls on a Sunday or a church-scheduled day of activity, then the next work day may be substituted.

(Adopted 7.30.23)