



SENIOR PASTOR JOB DESCRIPTION

YOUR JOB TITLE: SENIOR PASTOR

YOUR NAME:

LOCATION: KARRATHA BAPTIST CHURCH

YOUR SUPERVISOR: CHURCH COUNCIL

APPROVED BY:

Your Signature

Church Council Chair

MINISTRY PURPOSE

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To effectively oversee the Paid and Volunteers and Spiritual affairs of the Church.

Consistent with the New Testament concept of spiritual gifts, the Senior Pastor, like any member of the body, is uniquely gifted and should seek to minister primarily within his/her gift area.

In addition to the pastoring role the Senior Pastor is primarily responsible to be a teacher/preacher to the body. His/her goal is to help mature believers through insightful and accurate presentation of biblical truth, equipping them to be the true "ministers" in the body. He/she must strive to teach and lead by word and example, and must stress both the understanding and the application of God's truth.

As the shepherd of the church, the Senior Pastor is responsible to appoint other volunteer leaders with complementary gifts to undertake areas and aspects of the ministry that cannot be filled by the Senior Pastor.

MINISTRY RESPONSIBILITIES

WHAT you do	HOW you do it	WHY you do it (expected end result)	% of Time
<ul style="list-style-type: none"> • Ensure Church services are delivered 	<ul style="list-style-type: none"> - Regular prayer for direction of services - Prepare and deliver sermons - Set preaching and communion rosters - Work with others to develop preaching and service leading skills - Ensure practical requirements are completed (e.g., chairs set out, communion ready etc.) 	<ul style="list-style-type: none"> - To see people becoming Christians - To see Christians maturing in Christ - To see Christians released in ministry - Encourage the body of Christ - Holy Spirit inspired sermons 	25%
<ul style="list-style-type: none"> • Leading, managing and pastoring the paid and Volunteer Staff • Actively work with Church Council to ensure leadership of the church remains strong 	<ul style="list-style-type: none"> - Provide vision and direction in line with the strategic plan - Oversee staff and volunteer leaders to deliver ministry outcomes - Lead and facilitate Leadership Life Group - Meet individually with Associate Pastor/s at least monthly - Facilitate staff meetings - Identify, recruit and train new staff/leaders as required - Help develop term calendar of events - Develop and implement strategic plan - Oversight of budget - Review and implementation of policies - Plan and undertake regular Council meetings in line with Constitution 	<ul style="list-style-type: none"> - To ensure the church is working toward its goals/vision - To build teamwork amongst the paid and volunteer staff - To care, pray for and support one another - For ministry updates and resolve any issues - Follow up on goals - Share vision and set goals - Inspire the volunteer and paid staff and motivate them in their work - To provide clarity and vision to the church - To ensure the church remains financially strong - To ensure the church remains safe 	15%
<ul style="list-style-type: none"> • Ensure the provision of pastoral care 	<ul style="list-style-type: none"> - Provide pastoral care as required - Ensure others in the church are equipped and able to provide pastoral care - Make referrals as required - Manage conflict resolution within the church - Weddings/funerals/baptisms/ baby dedications as required - Follow up from Sunday services 	<ul style="list-style-type: none"> - To ensure the church community is supported - To develop and wider team of pastoral carers - To ensure people have the most appropriate care and support - To maintain unity within the church - To support people through significant life events 	15%

<ul style="list-style-type: none"> • Ensure all aspects of the Administration is maintained and up to date. 	<ul style="list-style-type: none"> – Regularly ensure finances are on track – Work with Treasurer to plan and present annual budget – Ensure all reporting obligations are met – Ensure all policies and Safe Church processes are up to date – Utilise appropriate communication avenues – Approve timesheets and leave requests for staff – Ensure IT services are working within the church – Set and run AGM and GBM – Maintain links with BCWA 	<ul style="list-style-type: none"> - To ensure the church remains financially strong - To ensure the church remains legally strong - To ensure the church remains safe for all. - To engage helpfully and strategically with community - To ensure IT services are helping not hindering church work - To ensure a strong relationship between church and BCWA 	<p>20%</p>
<ul style="list-style-type: none"> • Undertake other Ministry Activities 	<ul style="list-style-type: none"> - Look for and develop new discipleship opportunities - Support church ministries and leaders as required - Regularly promote church membership - Attend weekly prayer meeting - Attend West Pilbara Ministers' Association meetings - Plan and implement community-based Christmas Carols and Easter events - Attend monthly BCWA Pastors Zoom call - Actively engage in the wider community - Lead the church in evangelistic efforts 	<ul style="list-style-type: none"> – To grow strong mature Christians – To ensure ministries are healthy – To maintain strong membership base – To ensure prayer remains the foundation of everything – To maintain healthy cross-church relationships – To reach out into the community – To stay connected and supported with other Baptist Pastors – To grow the Kingdom 	<p>20%</p>
<ul style="list-style-type: none"> • Professional Development 	<ul style="list-style-type: none"> – General Reading – Church Conferences (All Together Pastoral Retreat) – Ongoing Education – Commitment to personal spiritual disciplines 	<ul style="list-style-type: none"> – To continue to develop as a Leader and Pastor – Continue to help the Church stay on the cutting edge of ministry – Ensure healthy pastors 	<p>5%</p>