

## **MONROE MISSIONARY BAPTIST CHURCH JOB DESCRIPTION**

**Position:** Senior Pastor/Church Administrator  
**Status:** Full Time  
**Reports to:** Deacon Ministry Team  
**Location:** Monroe Missionary Baptist Church (MMBC), Monroe Michigan

### **SUMMARY**

According to Constitution and Bylaws of Monroe Missionary Baptist Church, the Senior Pastor is responsible for leading the church in functioning as a New Testament church.

1. The Senior Pastor will lead the congregation, the organizations, and the church staff in performing their tasks.
2. The Senior Pastor is the leader of worship, proclamation, education, and Senior Pastoral ministry responsibilities.

The Senior Pastor shall be chosen and called by the church whenever a vacancy occurs. His election shall take place at a meeting called for that purpose, of which at least one week's public notice shall be given.

### **Principle Function**

To provide kingdom leadership to the members of this church enabling them to focus on the Great Commission and equipping them to carry out the five functions of the New Testament church: evangelism, discipleship, ministry, fellowship, and worship. The Senior Pastor will lead the congregation, the organizations and the church staff in performing their tasks. The Senior Pastor is the leader of worship, proclamation of the Word, education, and all pastoral care.

### **Expectations**

The Senior Pastor is expected to be a servant leader. The Senior Pastor is expected to live an exemplary life style modeling the call, character, and competencies becoming a minister of the gospel of Jesus Christ. The Senior Pastor will demonstrate a servant spirit as a growing disciple of Jesus Christ.

Display honorable work ethics by maintaining adequate office hours in order to effectively administrate the ministries of the church.

## **RESPONSIBILITIES**

### **Senior Pastoral Ministry Goals**

The Senior Pastor will use his spiritual gifts to edify and build this local body of believers. The Senior Pastor will provide appropriate pastoral care to members of the church congregation and the local community.

- Extend care to individuals or families through one on one contact.
- Visit ones who are in hospitals and homebound.
- Initiate communications with prospective and inactive members.
- Extend ministry to people experiencing crisis or spiritual needs.
- Provide spiritual guidance to people in times of anxiety, confusion, and doubt.
- Provide marriage counseling upon request.
- Perform marriage ceremonies by arrangement.
- Officiate funeral services by request.

### **Communication**

The Senior Pastor will preach and teach the Bible, believing that it has God as its author, salvation for its end, and truth without any mixture of error for its matter.

- Deliver challenging and stimulating sermons that are biblically based on sound doctrine.
- Encourage the congregation in personal evangelism and witnessing.
- Encourage the congregation in ministering to the needs of members and non- members.
- Disciple the congregation through Bible study and Christian education.

### **Leading**

The Senior Pastor will lead the Pastoral team in equipping the congregation to fulfill the Great Commission and accomplish the purpose statement of this church. The Senior Pastor will lead and equip the deacon ministry team so they can effectively lead the ministry team of the church.

- Lead ministry teams and church to carry out specific functions of evangelism, discipleship, ministry, fellowship, and worship. Things will prayerfully result in numerical growth, ministry expansion, and advances in missions.
- Lead congregation in planning, conducting, and evaluating all the church ministries.
- Lead the deacons to accomplish their responsibilities as leaders and care givers.
- Lead in planning worship services.
- Lead in observing the ordinances of the church, Lord Supper and Baptism.

**Administration**

The Senior Pastor will provide direction and oversight to the administrative ministries of the church and will give leadership to the administrative ministries team of the congregation.

- Give administrative leadership and direction to the church.
- Work with staff and church members to achieve the goals of the church.
- Work with Stewardship Ministry Team and Treasurer to prepare annual budget that will be approved by the church.
- Work with Financial/Business Administrator to maintain adequate records on church staff personnel; approve and process requisitions and purchase orders.
- Administer church-adopted policies and procedures concerning the use of all church properties and facilities.
- Serve as chairman of the Church Council to lead in planning, organizing, directing, coordinating, and evaluating the total church program.
- Act as moderator in all church called meetings.
- Serve as chief administrator and supervise the work of all church staff.

**Education and Experience**

1. Minimum of a Bachelor’s degree in a Christian ministry field. Consideration will be given to candidates with a combination of equivalent level education and proven experience.
2. Recommended minimum of five (5) years proven full time experience of this role in a local church.

**Travel**

Some local and out of state travel will be required of the Senior Pastor based on the various ministry needs of both the church established ministries (current and future) and of the local community at large.

**Employee Job Description Acknowledgement**

\_\_\_\_\_  
Employee Signature

Date \_\_\_\_\_

\_\_\_\_\_  
Personnel Ministry Team Chairperson, Signature

Date \_\_\_\_\_