



The Historic
**ST. JAMES MISSIONARY
BAPTIST CHURCH**
*Build. Develop. Win.
For the Kingdom*

Pastoral Job Description

General Description of Responsibilities

The Senior Pastor is the spiritual leader of the church. He/she is responsible to the Lord and the church to primarily proclaim the gospel and teach the bible. He/she is to be engaged in pastoral care, provide supervisory and administrative leadership in all areas of congregational care including paid and volunteer staff.

Pastoral Requirements and Responsibilities (in no order):

- Plan and conduct worship services: prepare and deliver sermons and lead observances of the church by-laws.
- Lead the church in an effective evangelism program and in a caring ministry for those in the church and the community.
- Lead an effective program of visiting sick and shut-in members and prospects.
- Conduct counseling sessions.
- Conduct funerals.
- Perform wedding ceremonies.
- Lead the church in planning, organizing, directing, coordinating, and evaluating all church programs and ministries in conjunction with Deacon and Trustee Boards.
- Cooperate with the local association, state convention, and National Baptist Convention leadership in matters of mutual interest and concerns.
- Represent the church in civic matters.
- Function as moderator of the church business meeting (unless another leader is elected moderator, i.e., Deacon and/or Trustee Board member).
- Work with deacons, board of trustees, church officers, and committees/auxiliaries as they perform their assigned responsibilities.
- Serve as administrator of the paid church staff; supervise the work of the ministry staff, both volunteer and paid ministers and directors.
- Oversee church discipline and manage conflict in the church, Seek to reconcile relationship and promote unity within the church.
- Provide leadership and vision for the church. Direct plans for ministry and church growth, develop and fine tune the church structure based on the Team philosophy of ministry.

Critical qualifications -

- Must be licensed and ordained. (If not ordained, must be ordained within 6 months of hire date).
- Education: A minimum of an associate degree and 5 years of experience in the ministry or a combination of education and experience.
- Must possess the following attributes: personal relationship with Jesus, integrity, passion, vision, humility, fiscal responsibility, purpose driven, effective communication skills, encourager, mentoring skills, peaceful, patient, a teacher, gentle, not quick tempered, demonstrated perseverance.
- Ability to empathize with the deep concerns of the congregation.

Scriptural Reference for Senior Pastor Qualification:

- Call of the Senior Pastor: 1 Timothy 3:1-7
- Moral Character: 1 Timothy 2-3
- Home Life of a Senior Pastor: 1 Timothy 4-5
- Maturity of Good Report: 1 Timothy 6-7
- Shepherd the flock: Peter 2:25; 5:2 & 5:4
- Overseer: to manage the church: 1 Timothy 3:1-2 & 1 Timothy 5:17
- To preach and teach: 1 Timothy 5:17
- To pray for the sick: James 5:14
- To care for the church: 1 Peter 5:1-2
- To be example for others to follow: 1 Peter 5:1-2
- To lead in setting church policy: Acts 15:22
- To ordain other leaders: 1 Timothy 4:14
- Teach and direct the church: 1 Timothy 5:17



General Application

Full Name: _____
Last First Middle

Address: _____

Preferred phone number: _____ email: _____

Have you ever been convicted of a felony? ____ Yes ____ No

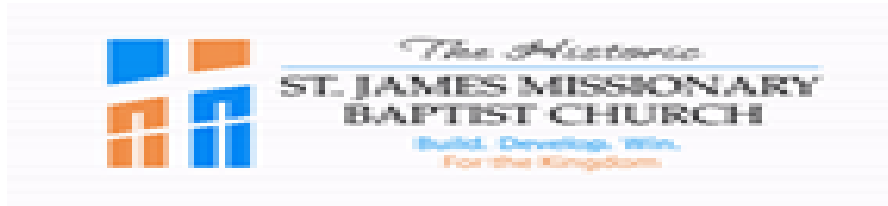
If yes, explain:

Are you in agreement with the system of government of the National Baptist Convention? If no, please explain briefly. ☐ Yes ☐ No

Do you receive and adopt the Baptist Article of Faith of this church? ☐ Yes ☐ No

Date you are available to begin: _____

Desired salary: _____



Narrative statements

Describe your beliefs and intentions regarding the following:

- My leadership style (How you include others in decision-making, administrative style, ways you deal with conflict, etc.):
- My worship emphasis (preaching style, preferred worship emphasis and style, etc.):
- Women in ordained office:
- Your preparedness and call to ministry (What ministry roles have you been called to? What how did you know you were effective?)

Comment briefly on your views as they relate to:

- Spiritual giftedness:
- Charismatic expression of worship: (manifestation of spiritual gifts)



Statement of Attestation

We are called to honesty and a commitment to open communication as we seek to build the body of Christ. In that spirit, we ask that you confirm your agreement to the following statements by your signature below.

I attest that the information provided is true and complete to the best of my knowledge. I authorize the persons and entities, such as members of the search committees of The Historic St. James Missionary Baptist Church, prospective calling body, or appropriate staff persons to make inquiries regarding all statements contained in my resume and application.

I also authorize all persons referred to as references, members of congregation I have served or personal/professional colleagues, to supply verification of the information provided in the personal reference letter. I understand that such persons may comment on and state their opinions regarding all matters addressed in my application including without limitation, my background and character.

To encourage such person to speak openly and responsibly, I hereby release them from any claims or liabilities arising from their responses and comments if made in good faith and without malice. I hereby release The Historic St. James Missionary Baptist Church and all contractors or volunteers from any claims or liabilities in connection with this application.

Signature _____

Printed name: _____ Date: _____

