

## **SENIOR PASTOR JOB DESCRIPTION**

Cody Bible Church  
Cody, WY 82414

**POSITION DESCRIPTION:** Senior Pastor

**STATUS:** Full-time, salaried

**HOURS:** Generally 40 Hours per week

**BENEFITS:** Health Insurance, Pension, Continuing Education Funds, Sabbatical

**GENERAL PURPOSE OF POSITION:** Cody Bible Church's mission is to make disciples who: Delight in Jesus, Love each other, Serve the community and the world. The Senior Pastor will work in concert with the Deacon board, Associate pastor and staff in order to edify the body of believers, make disciples of Christ for the believers' priesthood, including lay responsibility for evangelization of non-believers to the glory of God.

**SUPERVISION:** Reports to the Deacon board for ministerial supervision and guidance as well as mutual spiritual edification. Operates with considerable independence within areas of responsibility described below, subject to the Cody Bible Church (CBC) Constitution and practices. Receives an annual performance evaluation from the Deacon board. The Senior Pastor, in conjunction with the deacon board, is responsible for hiring CBC staff, supervising CBC staff, coaching and designing a development plan of staff, disciplining staff, and dismissal of any staff.

### **Organizational Relationship and Duties:**

The Senior Pastor is to lead the church in proclaiming the gospel to the church, the community, and the world. Following the guidance of the Deacon board; the Senior Pastor is responsible for guiding the members of CBC's purpose-statement with attention given to conducting worship sessions, preaching, teaching, prayer, and shepherding God's people. These responsibilities include, but are not limited to:

- Devoting himself to the primary pastoral tasks of prayer, the ministry of the Word (Acts 6:4) and spiritual protection of CBC (Acts 20:28-31)
- Encouraging spiritual life development as a way of life for CBC. This includes preaching, teaching, and defending sound Bible doctrine consistent with the CBC statement of faith. Be a guardian of the correct and clear presentation of God's truth regarding salvation by grace alone, through faith alone, in Christ alone, for the glory of God alone because of the Word of God alone.
- Leading in the design, implementation, execution and evaluation of ministries at CBC
- Working with ministry leaders and church staff to ensure they receive appropriate development and training. Provides necessary support, oversight and coaching to leaders and church staff so that they can develop the ministries and volunteers of CBC.
- Ensuring that he, the CBC staff and all ministry volunteers remain current on their legal and organizational requirements including those related to Child Protections and our insurance companies.

- Following the guidance of the Deacon board, manages the ministries and directs the employees and volunteers dedicated to serving the various ministries for which the Senior Pastor carries primary responsibility.
- Networks with community and local churches to develop partnerships.
- Working with community groups so that involvement in community groups is an integral part of our ministry at CBC.
  - Assist in starting such groups and then help them move to the next level of fruitfulness.
  - Build an effective leadership development plan for staff and lay members.
- Providing spiritual leadership and subject matter expertise to other staff members. Develops strategic guidance, project plans, and intermediate steps necessary to facilitate spiritual growth for CBC.
- Responsible for the administrative functions of the ministries of CBC by directing the daily business operations of these groups and the church. Conducts such functions using financial stewardship principles as are required by the annual budget and church organizations.
- Performing administrative tasks such as developing programmatic budgets in conjunction with the budget committee and the Deacons, organizing and managing volunteers, organizing and maintaining required documentation for external programs, and recruiting other participants.
- Working with the Deacon board to ensure the Pulpit is filled for each worship service and during the absence of the Senior Pastor. From time to time have the pulpit filled as is appropriate to develop CBC staff and church members.
- Willing to participate in the teaching of a small group on Sunday and/ or during the week. Provide additional teaching through discipling of individual males, study groups, seminars, classes, and conferences. Arrange for discipleship of females with other females from among mature Christian members of the church.
- Training and coaching existing leaders so that they are confident and equipped to be the primary disciple-makers for their groups.
- Involved in strategically and regularly developing new groups
- Lead the church in the observance of ordinances.
- Directing and participating in the CBC visitation ministry.
- Conducting marriages and funerals as needed.
- Encouraging fellowship and activities of people attending CBC beyond worship services. Plans activities with the oversight of the Board and the help of the church staff and members.
- Providing counseling, as appropriate, following the policies of CBC and guidance of the Deacon board, to members and non-members as needed, or arrange a referral to a qualified professional skilled with the issues an individual may be experiencing. Counseling with someone of the opposite sex should not take place without another individual also present. Counseling with minors should always take place with a parent or legal guardian, and the senior pastor will be responsible for complying with mandatory reporting laws related to child or elder abuse, neglect, or exploitation and must maintain current training in certification in child protection procedures.

- Serving as a representative of the church in civic matters, with consultation from the Board of Deacons.
- Providing leadership in the expansion of the church buildings and land to meet the needs of a growing ministry.
- Providing specific goals and objectives, approved by the Board of Deacons, which will be used during the year-end review and evaluation.
- Promoting church unity by managing conflicts and seeking to reconcile relationships within the church body. He is also responsible for overseeing Biblical church discipline when required with the goal of restoration of a sinning brother in order to maintain the church's purity of witness, to guard the Gospel message of the church, and provide a warning for false converts of self-deception.

### **Qualifications and Aptitudes:**

1. Must embrace Christian discipline and CBC doctrine and theology. The Senior Pastor must have made a profession of faith in the Lord Jesus Christ and have been baptized by immersion. He must meet the guidelines of Acts 20:28 – 31, Titus 1:5-9, 1 Timothy 3:1-7 and 4:11-16, and 1 Peter 5:1-4. He will have a self-awareness of receiving a call from the Lord for his ministry, having had that call confirmed by others in the Body of Christ.
2. A Master's of Divinity degree, or equivalent, in a related field is preferred. A bachelor's degree in Biblical Studies, Theology, Pastoral Ministries or a related field is the minimum requirement. Successfully completed the ordination process or is in the process of doing so.
3. Prefer six years experience working in a bible teaching church in a pastoral position. During this time, he will have training in evangelism and church assimilation, as well as experience in a variety of ministries in a local church setting, (i.e., teaching of Sunday School, serving on boards or committees, participating in evangelism outreaches, filling the pulpit).
4. Must have vision and ability to plan, develop, coordinate, manage and implement ministry within the parameters established by the Board of Deacons and church membership.
5. Must have solid written and verbal communication skills, conflict management skills, and computer skills.
6. Must possess a proven ability to work effectively with congregation(s), diverse individuals, and teams of volunteers.
7. Counseling training and experience is required.
8. Must have an integrity of person, and a demonstration of those character qualities that are represented by the list of the fruit of the Spirit in Galatians 5:22-23, and a willingness to continue to grow in the development of such characteristics.
9. The Senior Pastor will seek to be faithful in seeking the Lord in his own life, as well as in his marriage and family, always striving to keep Christ the vital focal point in life. Prohibited from any acts unbecoming of a Christian Senior Pastor adhering to the doctrine and constitution of CBC and the higher biblical standard associated with a teacher (James 3:1-2). Any declared opposition to the doctrine of CBC, failure to fulfill the duties or demonstrate the aptitudes of the position, or public or private unbecoming acts can result in termination.

10. Must have a passion and desire to see people come to know Christ as their savior, and to see believers acknowledging and using their spiritual gifts in ministry and service.
11. Must be self-motivated, have a cooperative spirit, a compassion and empathy for others, and a willingness to serve in the church and community.
12. Must have a pattern of spiritual growth that is evidenced by a life of prayer, personal obedience to the Word of God, and the proven ability to discern the Lord's will and guidance in decision making.

#### **RELATIONSHIPS:**

1. Provides supervision and encouragement to the Pastoral Leadership Team and support staff.
2. Coordinates with other members of the Pastoral Leadership Team
3. Provides guidance and leadership to the Board of Deacons and is accountable to the board, reporting regularly on all matters of importance to the Board of Deacons and faith family.
4. Provide spiritual oversight to the Board of Deacons (Acts 6:3)

#### **CONSIDERATIONS:**

1. The Senior Pastor will be permitted and encouraged to focus his highest propriety on the study of God's word and prayer for the development of his personal intimacy with the Lord and ministry among non-Christians and Christians.
2. The Senior Pastor will be permitted and encouraged to further his personal and ministry development by attending seminars, conferences, and classes with the consent of the Board of Deacons, depending on timing, and budget.
3. If the Senior Pastor is married, his wife shall be encouraged to be involved in his area of ministry and/or another church ministry in her area of spiritual gifting, passion, ability, personality, and experience to set an example for other women of balancing family commitments and spiritual outreach.
4. The Senior Pastor will be permitted to have secretarial/administrative assistance help with the clerical and administrative needs of his position in keeping with the annual budget.

I have read and agree with this Job Description.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_