

SPRING HILL BAPTIST CHURCH

POSITION DESCRIPTION

Senior Pastor

From the body of Christ, we call Spring Hill Baptist. We believe the following job description should fall in line with the duties of whomever is called to Shepherd and guide the church.

The Constitution and Bylaws lay out the duties that the church feels are required from our elected Pastor.

The pastor is responsible for leading the church to function as a New Testament church. The pastor will lead the congregation, the organization and the church staff to perform their tasks. The pastor is leader of pastoral ministries in church. As such he works with the deacons and church staff to lead the church in the achievements of its mission.

A pastor shall be chosen and called by the church whenever a vacancy occurs. His election will take place at a meeting called for that purpose, of which at least one week's public notice has been given to the church body. This will be done on Sunday morning after the service in a business meeting called.

The Senior Pastor Responsibilities:

- A. Proclaim the gospel and lead the church members in proclamation of the gospel in the church and community.
- B. Lead the church to make disciples, develop leaders, and equip church members to do ministry.
- C. Care for people and lead the church members to care for people in the church and community.
- D. Provide administrative leadership to guide the church in the attainment of its divine mission.
- E. Provide leadership for congregational services and lead in the conduction at the Church Ordinances (the Lord's Supper and Baptisms).
- F. Conduct wedding ceremonies and funeral services at his discretion.
- G. Work closely with the deacons in their training and performance in their serving as administrators of ministry.
- H. Lead the Church Health Huddle, providing training, guidance, and administrative leadership for the overall work of the church .
- I. Supervise church staff members according to the plan of staff organization and provide for training and development
- J. The Pastor's input is encouraged for all committees and ministry and organizational teams.
- K. The pastor is an ex-officio head of all committees and ministry and organizational teams.

Responsibilities that may or may not be included or part of the bylaws that will be expected for the Pastor.

1. The Pastor shall devote himself to daily prayer and Bible study to be equipped spiritually for the tasks to which God and His church have called him.
2. Love and serve his family, knowing that his family is his first ministry.
3. Effectively proclaim the Gospel and lead the church to proclaim the Gospel through a variety of ministries and evangelistic efforts, so that the unsaved and unchurched may come to salvation through Jesus Christ.
4. Lead the church staff in annual and long-range planning, goal setting and strategy development as well as periodic evaluation of progress being made toward realizing plans and goals.
5. Work closely with the personnel team in developing positions and descriptions for all church staff and employees. Advising the church personnel team in with input when conducting annual performance evaluations for all church staff and employees.
6. As he is able, participate in Associational, State and Southern Baptist Convention leadership roles, and civic and religious activities, that will enable the church to be better informed and more effective in their witness and ministry.
7. We want our pastor to take care of himself spiritually, mentally, emotionally, and physically, knowing that a healthy pastor can help lead a healthy church, and that an unhealthy pastor can result in an unhealthy church. The leadership of the church wants to help the pastor do just that.

Annual and Bi-annual review and performance evaluations:

1. The personnel team and the chairman of the deacons shall meet with the Senior Pastor annually and bi-annually to review performance and allow the pastor to share any relevant information, including what help he needs.
2. During this time, we would ask the pastor to provide a self- evaluation report to be completed and shared with the personnel team before the meeting.
3. We also recommend that the contract between the two parties be resigned at each evaluation. (I don't think 2 and #3 are necessary on a job description. I would explain that once he came onboard. But that's up to you all.)

Absences, sick leave, holidays, vacations

A record of absences for any reason, including sickness, personal time, holidays, vacations, conferences, and any other time absent from work, will be maintained by the church secretary. These dates will be available to the church body. (This should really be in a Personnel Manual, which we don't have. It's more nuts and bolts than job description.)

As the Senior Pastor of Spring Hill Baptist, we feel that the pastor should have adequate time for family, vacation, and renewal. He should not miss more than four Sundays and Wednesdays per calendar year for vacation and preferably not two consecutively, unless confirmed by the deacon body. If more than four Sundays are taken off for vacation, salary will be adjusted for the absence. He may take two Sundays and Wednesdays a year for education, conferences, ministry endeavors, or training.

We also recommend that the pastor not have to use his vacation for anytime that he is spending at conferences, training, retreats, revivals, denominational meetings or any other event that are in line with promoting the wellbeing of the Church. Not to exceed four missed Sunday services. This does not include sick days.

The church provides a salary and benefits package. Along with the position comes the privilege of living in the parsonage free of rent. The utilities are expected to be paid by the pastor while living in the parsonage.

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