Template for Ministry Descriptions

Job Title: Position Description

Organization Name

**Job Title:** *What will the position be called?*

**Position Status:** *Permanent or temporary? Full-time or part-time?*

**Employee Classification**: *Exempt (salaried) or non-exempt (hourly)?*

**Regular Work Hours:** *How many hours do you expect this person to work, and when do they need to work them? Be specific.*

**Reports to**: *Who oversees this person, or what is the manager’s title?*

**Position Summary:** *Write a brief 2-3 sentences describing the role and what this person will be doing.*

**Responsibilities and Duties:** *List in bullet points the main things this person will be doing and/or be responsible for.*

**Qualifications and Skills:** *List any required skills, education, certifications, etc. that are necessary for the position.*

**Supervisory Responsibility:** *Will this person oversee any other positions or people?*

**Travel Requirements:** *None, 1 week per year, 50% of time, etc.?*

**Conduct:** *List any expected behavior/life style guidelines required for the position.*

*See the next page for a sample…*

Senior Pastor: Position Description

First Christian Church New York

**Job Title:** Senior Pastor

**Position Status:** Permanent, full-time

**Employee Classification**: Exempt (salaried)

**Regular Work Hours:** 40 hours per week. Office hours are Monday-Thursday, 9:00am-4:00pm. Wednesday evenings and Sunday mornings will comprise the rest of the schedule.

**Reports to**: The board of elders

**Position Summary:** The senior pastor is responsible to the Lord and church to proclaim the Gospel of Jesus Christ, to teach the Bible, to provide Christian leadership in all areas of the church, and to participate in pastoral care for the congregation.

**Responsibilities and Duties:** 1. Plans and leads corporate worship services. Responsible for the preaching at all services, including arrangement for pulpit supply as needed.

2. Leads in observance of the church ordinances.

3. Leads the congregation in effective programs to fulfill the Great Commission with vision, purpose, and priority.

4. Leads in providing an effective care ministry to those in the church body.

5. Leads the church in effective discipleship training through example and guidance.

6. Provides biblical counseling to those within the church as needed.

7. Performs wedding ceremonies and conducts funerals.

8. Leads the church in planning, organizing, directing, coordinating, and evaluating the total ministries of the church (Church Council).

9. Works with elders, church officers, and committees to carry out the mission and purpose of the church.

10. Oversees, along with the elders, all church discipline matters and the management of conflict issues in the church.

11. Acts as moderator of the church business meeting.

12. Gives full support biblically to the undesignated budget of the church.

13. Adheres to the Church By-Laws and Policies & Procedures adopted by the church.

14. Serves as a representative of the church in civic matters.

**Qualifications and Skills:** Seminary education, master’s level or above.

**Supervisory Responsibility:** This person will supervise all other pastoral staff, including the worship pastor, youth pastor, and children’s pastor. They will also supervise the church secretary.

**Travel Requirements:** Travel as needed is expected.

**Conduct:** First Christian Church New York expects the senior pastor to maintain a thriving personal relationship with the Lord through daily Bible study and prayer. The senior pastor must also maintain proper priorities within his home. The senior pastor’s conduct must always strive to meet the Biblical qualifications for pastors (Titus 1:5-9, 1 Tim. 3:1-7, 1 Peter 5:1-4).