

## **JOB DESCRIPTION – LEAD PASTOR**

### **SUMMARY OF THE POSITION:**

- The Lead Pastor is responsible to the church for proclaiming the Gospel of Jesus Christ, maintaining a consistent focus upon disciple-making as commanded in the Great Commission (Matt 28:18-20), and providing biblical leadership for the BCC. He shall serve as the chief under-shepherd and, along with the Elders, he shall provide BCC with care and leadership in keeping with 1 Peter 5:2-4.

### **PROFESSIONAL QUALIFICATIONS:**

- Fully meet the qualifications set out in the UB Discipline, and Pastoral Ministry Handbook.

### **PERSONAL QUALIFICATIONS:**

- Be in agreement with the UB Statement of Faith.
- Be in agreement with the BCC mission and vision statements.
- Have a personal, active and growing relationship with God through Jesus Christ.
- Meet the biblical qualifications of 1 Timothy 3:1-7. (See Elder job description)
- Be a friendly, organized, creative individual, while still being able to submit to one another, thus being a team player.
- Energetic, warm and able to share the love of Jesus to.
- Able to balance work and family.

### **PROFESSIONAL RESPONSIBILITIES:**

- At all times as the representative of BCC you shall present yourself in both a Christian, and professional manner.
- Continuously seek opportunities to grow professionally.

### **MINISTRY SPECIFIC RESPONSIBILITIES:**

#### **Duties pertaining to the church:**

- Satisfy all the requirements as set forth in the UB Discipline Chapter 12 Duties of Lead Pastors.
- Provide oversight for worship services and serve as the preaching/teaching pastor for Sunday worship services
- Motivate, equip and nurture the people of the church for ministry
- Give priority time to prayer and the study of God's Word
- Oversee/conduct weddings, funerals, and baptisms
- Oversee the celebration of Communion
- Attend UB Cluster meetings and other denominational activities
- Both provide and utilize Elders, Deacons, and others for the visitation needs of the congregation
- Provide leadership and vision for BCC in concert with the Elders
- Oversee small group ministries
- Oversee the development of future elders
- Facilitate congregational meetings

- Along with the elders, oversee the church discipline process
- Serve as the primary contact for weddings and funerals, utilizing the forms necessary to provide information to the staff.

**Duties pertaining to the staff:**

- Provide leadership for the pastoral staff
- Conduct regular staff meetings
- Know the requirements of the employee handbook and ensure your, and your staffs compliance with them.
- Know follow and ensure the staff is following the policies of BCC, especially those dealing with child safety, facility readiness, and office communication.
- Conduct annual performance reviews in conjunction with the lay elders
- Evaluate the need for and oversee staff training and development
- Communicate regularly with the Administrative Pastor regarding pertinent information
- Evaluate the need to hire/fire staff with the express consent , and consultation of the Elders

**ADMINISTRATIVE RESPONSIBILITIES:**

- Participate in BCC events and services.
- Be willing to do whatever is necessary to further the ministries of BCC.
- Willing to serve as needed.
- Maintain confidentiality as appropriate.
- Prepare budget request for the Lead pastor's requirements.
- Be accountable for church resources.

**Revision:** From time to time based on input from yourself, or others, and with the approval of the Elders this document may be modified

I have received, read, and agree to these responsibilities.

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Signature

Date