

JOB DESCRIPTION – PASTOR

Compiled by Dr. Paul D. Branstetter, former director of missions, Concord Baptist Association

PRINCIPAL FUNCTION: The pastor is responsible to the church for providing spiritual and administrative leadership of the church; and is to use his skills in proclamation and pastoral care to meet the needs of persons in the church and community.

Responsibilities:

1. Provide Spiritual Leadership
 - Preach the Gospel, lead worship services, ordinances, funerals and weddings
 - Lead members to so trust and love God that they desire to serve Him
 - Lead the members to love one another and their neighbors
 - Encourage stewardship and world missions support
2. Provide Pastoral Leadership
 - Visit church members
 - Lead/train deacons and Sunday School workers in caring visitation of members
 - Counsel members/others in times of crisis
3. Provide Outreach Leadership
 - Train, organize and lead members to do visitation of and witnessing to unchurched persons
 - Set example in cultivating unchurched persons
 - Lead church in planning regular outreach/revival emphasis
4. Provide Administrative Leadership
 - Serve as chairman of church council
 - Lead church to develop basic church programs
 - Lead church to elect needed workers
 - Lead church to train officers and workers
 - Lead church to plan monthly/annual calendar
 - Lead church to develop policies that would help members participate in an orderly manner
 - Supervise church employees according to church policy

Sample Letters

Sample Letter: To Potential Applicant Whose Name Has Been Given By a Source

Date

Dear _____,

Our church is in the process of searching for a new pastor. You have been highly recommended to us by _____. We have enclosed a brief description of our church and its present ministries. If after reading this description you feel that your gifts and interests complement the needs we have as a congregation, we would encourage you to complete the enclosed Pastor's Information Form. If you have a resume prepared, we would be glad to receive that also, but we ask that you complete the enclosed form so that we have equivalent information from everyone.

Sincerely yours,

Chair
Pastor Search Committee

**Sample Letter: Response to Resume Sent By
Pastor Who Heard of the Opening**

Date

Dear _____,

Thank you for submitting your resume. We are searching for a new pastor and appreciate your interest in letting us know of your availability and pastoral experience.

In order to have similar information on all pastors who are applying, we are asking each one to complete the enclosed Pastor's Information Form. We are enclosing a summary of our self-study so that you can more fully evaluate whether we are the kind of church whose needs match the gifts you perceive yourself as possessing. If they do, we encourage you to complete the enclosed application and send it to us as soon as possible.

Sincerely yours,

Chair
Pastor Search Committee

Sample Letter: Incomplete Application

Date

Dear _____,

Thank you for completing your Pastor's Information Form. In order for your application to be complete, we still need:

- () Official copies of transcripts from college and graduate school work
- () Two audiotapes of sermons you have preached in the last six months

We will let you know as soon as we have received them.

Sincerely yours,

Chair
Pastor Search Committee

Sample Letter: Application Complete

Date

Dear _____,

We have received your application, sermon tapes, and official transcripts. Your application is complete at this time. Because of the number of applications we have received, we expect that we will be spending the next few months talking with references, listening to sermon tapes, and reviewing what you have written. When that process is complete, we will schedule interviews with candidates we believe best meet the needs of our church as we understand them.

You need do nothing more at this time. We will contact you if we would like to have a personal interview with you and your spouse or when we make a final decision. Thank you for your interest in our church. It is our hope that God will guide both you and us as we seek to serve Him.

Sincerely yours,

Chair
Pastor Search Committee

Sample Letter: Nonacceptance Letter

Date

Dear _____,

Thank you for your interest in our pastoral vacancy. We apologize for the length of time between your application and our response to you. We have had many pastoral applicants with excellent training, experience, and commitment, and we as a committee have tried to carefully consider each applicant. Because we have only one pastoral vacancy, we have had to say no to many qualified applicants who are undoubtedly excellent pastors. We regret this and trust that God will continue to lead you into ministries that will be personally fulfilling and that will significantly strengthen His kingdom here on earth.

Sincerely yours,

Chair
Pastor Search Committee

Sample Letter: Thank you to Source or Reference

Date

Dear _____,

As you know, we have been searching for a new pastor for the past several months. God has rewarded our search, and we are looking forward to the ministry of _____, who will become our pastor on _____. We invite you to join us that day for a welcoming service. We also want to express our appreciation for the role you played in helping us find qualified candidates and assess their pastoral gifts. On behalf of the pastor search committee and our entire congregation, thank you.

Sincerely yours,

Chair
Pastor Search Committee

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