

PLUMMER BIBLE CHURCH
Job Description
Pastor

At Plummer Bible Church, the pastor, elders, deacons and other leaders all function as a team to carry out the duties normally fulfilled by a full-time pastor. We recognize that the pastor position is bi-vocational and want to ensure that the pastor is not doing everything and can focus on those duties most suitable for the lead pastor, has time for family, continuing education and a healthy work/life balance.

Reports to: Chair of Elders and Deacons Council

Duties:

- 1) Deliver clear, relevant, approachable Sunday service messages consistent with PBC and Rocky Mountain Bible Mission doctrine at least 3x/month
- 2) Coordinate pastoral visits with the Elders and Deacons Council. Conduct sick and hospital visits when requested or when only a pastor will be allowed.
- 3) Officiate at special occasions in the lives of the congregation, such as weddings and funerals.
- 4) Coordinate and share officiating duties with the Elder and Deacon Council or youth leaders for other special occasions such as baptisms and dedications.
- 5) With the Elder and Deacon Council, conduct membership interviews and present member candidates to the church body.
- 6) Disciple elders, deacons, and other lead ministry positions (e.g. worship, youth, children's church)
- 7) Actively and regularly participate as a team member of the Elder and Deacon Council at business, council or other leadership meetings, retreats and functions.
- 8) Communicate needs, outreach and evangelism opportunities, and problems to the Elder and Deacon Council
- 9) Engage in active continuing education via conferences, outside reading, fellowship with other area pastors and Rocky Mountain Bible Mission course offerings
- 10) Delegate other pastoral duties identified in shared duties, below.

Qualifications: the Pastor of Plummer Bible Church must:

- Be a publicly professed believer in the Lord Jesus Christ.
- Be baptized, and a Christian believer for at least five years.
- Be, or become upon hire, a member of Plummer Bible Church, endorsing the church's doctrinal statement.
- Be approved by Rocky Mountain Bible Mission
- Have completed seminary from an accredited seminary school of comparable doctrine, or be in the process of fulfilling the requirement to complete training within two years of hire
- Have experience as a lead pastor or an associate, youth, executive, or worship pastor suitable for preparing to be a lead pastor.
- If married, have the willing consent of the wife to the required responsibilities.

To achieve the duties of pastor at Plummer Bible Church, our pastor must have and maintain the following character traits:

- Be a man dedicated to the study and proclamation of the Bible as the Word of God.
- Have a demonstrated desire to be growing spiritually in Jesus Christ.

- Demonstrate a personable love toward both believers and unbelievers
- Shall maintain a consistent and meaningful devotional life.
- Be devoted to his family and considerate of their needs.
- Willingly submit to accountability to the Elders and Deacons Council.
- Exhibit an attitude, teachable and sensitive to the will and leading of God, with respect both to his personal and professional life
- He and his family shall appropriately represent this body before the community
- Maintain personal and domestic appearance in keeping with principles of self-discipline and a good reputation.
- Faithfully support the Church business and body by prayer.

Shared duties: the pastor, leadership team, appointed and elected positions shall ensure the following duties are fulfilled:

- Church administration
- Speaker and guest schedule
- Building maintenance
- Technology needs and issues
- Conflict management within the body
- Counseling and correction needs of the body
- Benevolence
- Small groups
- Training curriculum
- Vision and goals for the church
- Events and outreach
- Youth, children's, women's and worship ministry

Depending on the skill set and experience of the pastor, some of the shared duties may be assigned to the pastor by the Elder and Deacon Council, provided a work/life balance is maintained and primary duties (above) are being carried out.

My signature indicates I have discussed this job description with Supervisor and agree to comply with these requirements.

Signature_____

Date_____

Supervisor_____

Date_____