

Book	Poplar Springs Baptist Church Policy Manual
Section	3000 Personnel Policies
Title	Pastor's Job Description
Number	3400
Authority	Article V Section 1 of the Church By-Laws Article III Section A 2 Personnel Committee Handbook
Adopted	September 13, 2009 Personnel Committee Handbook adopted September 14, 2014

1. The pastor shall have in charge the welfare and oversight of the church.
2. The pastor shall be responsible for providing an example of leadership to ministers and other staff within the employment structure of the church.
3. Have weekly staff meetings where plans are made for all areas of the church.
4. Have monthly Church Council meetings so that he is communicating with the leaders of the various organizations within the church.
5. Be aware of the church's stability in attendance, membership, and finances.
6. The pastor shall be an ex-officio member of all organizations, departments, and committees.
7. Attendance at all meetings is NOT required, but availability to the leaders of the organizations, departments, and committees is expected.
8. The pastor is expected to support all of the people elected by the church to perform the various tasks the church need. This does not mean that he has to agree with everyone all of the time. But, the congregation feels that the tasks for which the Nominating Committee secures workers are all important.
9. The pastor is to attend all church-wide business meetings.
10. The pastor shall conduct religious services on stated and special occasions.
11. Deliver the Sunday morning sermon.
12. Preach sermons related to special occasions such as Christmas, Easter, Communion, Father's Day, Mother's Day, and Graduation.
13. Perform weddings at the bride and groom's request, and counsel them.
14. Conduct funerals at the family's request.

15. The pastor shall administer the ordinances.
16. The pastor will work with the Deacons and administer the Lord's Supper at least once per quarter.
17. The pastor will baptize new converts within six weeks of their confession of faith.
18. The pastor shall minister to the spiritual needs of the members of the church and of the community.
19. The pastor will create a service plan to effectively use the 40 hours minimum per week for which the pastor is hired. This is also spelled out in the Personnel Committee Handbook, page 3 Section VII.
20. Set aside time in the pastor's regular schedule for counseling. Post these times so that church members and community members can schedule an appointment with him/her in his office.
21. Block out time to schedule and to visit the critically ill church members at least once a week.
22. Block out time to visit each shut-in at least once a month. This includes those who are at home and who are in Assisted Living or Nursing Homes.
23. Realize that there will be times when he is needed outside of regular office hours. If a church member's family calls that a death is imminent, or that a critically ill member wants to talk to him/her, he/she is expected to go to them as soon as possible. This is also true in times of death.
24. The pastor shall perform other duties that usually pertain to the office of pastor.
25. The pastor will visit the sick in the hospital.
26. The pastor will visit in the homes when a new baby is born or adopted.
27. When a member of the church is scheduled for surgery, he/she should ask the member if he or she wants him/her there. If so, he/she should make every effort to be there. If not, the pastor should make a phone call to that member the day of the surgery and make a visit within 48 hours of the surgery. Of course if it is a life-threatening surgery, the pastor should be there with the family for the duration of the surgery.
28. When a death occurs in the church family, the pastor is expected to contact the family immediately and minister to them as they need.
29. The pastor shall have special charge of the pulpit ministry.
30. The pastor is expected to prepare sermons as the Holy Spirit leads. The pastor is responsible for selecting the Scripture and the sermon topic. What is stated from the pulpit should be a ministry to the church.

31. The pastor is expected to conduct regular Wednesday night Prayer Meetings and Bible study. The pastor may arrange for someone else to conduct a meeting or a series, but the pastor is expected to attend these sessions if in town.
32. The pastor shall arrange, with the concurrence of the Deacons, for Ministers to assist in Revival Meetings and workers to assist in other special services required by the church.
33. At least one Revival Meeting is expected annually. It should be a time of spiritual renewal for the members and an evangelistic outreach to the lost in the community.
34. As a particular need arises in the church that requires a special service by the church, the pastor should be notified. For example a house-fire, a serious accident, a financial emergency, a need for missions help like building a ramp, etc., should be directed to the Community Outreach Committee and they should notify the pastor so he/she can minister to the hurting family in their time of crisis.
35. It shall be his special responsibility to win the lost to Christ.
36. Be a witness in the community to the lost. Show interest in them as people who need the Lord.
37. Be available to discuss the plan of salvation with children and teenagers in our church who have reached the age of accountability but have not made a personal profession of faith.
38. Minister to the spiritual needs of the members of this congregation.
39. This is basically covered in item 5, but to summarize this item: The pastor is to show by his actions that he/she really cares about the physical and spiritual lives of his congregation. The pastor sees them as individuals and not just a Sunday morning audience.
40. The pastor shall render effective preaching and pastoral ministries through prayer and Bible study.
41. Block out time in his/her weekly schedule for the prayer and study needed to render effective preaching based on God's word.
42. Pray daily about and for all areas of his pastoral ministries.