

POSITION DESCRIPTION-PASTOR FBC FORSYTH, GEORGIA

JOB TITLE: **PASTOR**

POSITION TO WHOM THIS JOB REPORTS: The First Baptist Church of Forsyth, Georgia

1. **MAJOR FUNCTION:**

- a. The Pastor is to be the spiritual leader of the First Baptist Church of Forsyth, Georgia. (Hereafter referred to as FBCF.) He is responsible to the Lord and FBCF to primarily proclaim the gospel, teach the Bible and lead the FBCF body in functioning as a New Testament Church (Acts 20:28-32; 1 Timothy 3: 1-7; 1 Timothy 5: 17; Titus 1: 5-9 and 1 Peter 5: 1-4).
- b. The Pastor is responsible for providing spiritual instruction and strategic leadership to the members, staff and ministries of FBCF.
- c. The Pastor serves as the administrative officer and supervisor of the FBCF staff and as a non-voting member of the Administrative Committee and the Deacons. The Pastor is not responsible for doing all the work, but for seeing that it is done and done properly (1 Corinthians 14:40).

2. **MAJOR DUTIES/ACTIVITIES:**

- a. Engage in pastoral care, provide supervisory leadership of the paid and volunteer staff.
- b. Plan and conduct worship services in conjunction with ministerial staff, prepare and deliver sermons, and lead in the observance of ordinances.
- c. Lead the congregation in effective programs to fulfill the Great Commission with vision, purpose and priority and demonstrate effective ways to witness and win the lost to salvation through Jesus Christ.
- d. Lead in an effective program of visiting members and prospects.
- e. Conduct counseling sessions, perform wedding ceremonies and conduct funerals within the guidelines of acceptable practices of FBCF.
- f. Lead the church in planning, organizing, directing, coordinating and evaluating the total program of the church.
- g. Work with deacons, church officers and committees as they perform their assigned responsibilities.
- h. Oversees, along with Deacons, all church discipline matters and the management of conflict issues within the church.
- i. Adhere to the Bylaws and Policies and Procedures adopted by the FBCF including the fulfillment of any responsibilities outlined in the FBCF Constitution.

3. **TECHNOLOGY SKILLS NEEDED:**

- a. Proficient at using word processing programs and knowledgeable at using accounting and publishing software programs.
- b. Knowledgeable about using audio-video equipment.

4. OTHER KEY SKILLS NEEDED:

- a. Excellent oral and written language skills.
- b. Excellent communication skills.
- c. Understanding of basic accounting practices including budgeting, bookkeeping and financial administration.

5. EDUCATION:

Minimum Required: Master of Theology.

Preferred: Doctorate.

6. EXPERIENCE:

Preferred: Five Years.

7. LICENSES OR CERTIFICATIONS:

Minimum Required: Must be ordained to conduct marriages in Monroe County and Georgia. Specific training in marriage and family counseling with emphasis on parenting, hardship and grief.

Preferred: Minimum plus competency in utilizing several different counseling techniques.

8. PHYSICAL ENVIRONMENT: Describe the physical setting for this position

- a. The church offices and sanctuary.
- b. The residences of members and prospective members.
- c. Community establishments like hospitals, personal care facilities, schools, service clubs, etc.

9. PHYSICAL DEMANDS:

- a. Preferred capability for normal standing in conducting a worship service or moderating a business meeting.
- b. No lifting in excess of fifty pounds required.

10. TRAVEL REQUIREMENT:

- a. Travel percentages are driven by overall FBCF needs and programs with specific inclusion of a visitation plan, provision of pastoral care to hospital-bound members or members in need of pastoral support in other situations.
- b. Local travel is defined as within a 100-mile radius of FBCF.
- c. Business travel is defined by the type and location of the event to which the Pastor must attend.
- d. All travel combined should not exceed fifty percent of Pastor's time.

11. KEY COMPETENCIES:

- a. Compassion for people

- b. Pastoral commitment
- c. Leadership skills
- d. Administrative skills
- e. Communication skills

12: ADDITIONAL CONSIDERATIONS:

Willful and supportive participation in regular reflection sessions with the Pastoral Prayer Table which is comprised of the Deacon Chair and a first term Deacon, the second year Trustee, the Stewardship Chair as well as an at-large member of the Administrative Committee. The Prayer Table represents the spiritual connections to the fifteen flocks of the FBCF served and supported by the Deacons, the folks committed to the business and mission health of FBCF, and an at-large member. It is the purpose of this group to ensure that the Pastor, the Deacons and the Administrative Committee will be in tune with the needs, desires, opportunities and challenges of the full body of worshipers within the FBCF family.