

Senior Pastor Job Description

First Baptist Church of Juniata County

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Mifflintown, PA 17059

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MINISTRY PURPOSE OF THE SENIOR PASTOR

To feed the flock of God from God's precious Word and to give oversight and leadership to the people of God in the local assembly (1 Peter 5:2, Hebrews 15:7, Acts 20: 27-28). To be a spiritual example to the flock (1 Peter 5:3).

To train and equip the saints so that they may be able to do the work of the ministry (Ephesians 4: 11-13). He is to be given to hospitality and able to teach (1 Timothy 3: 1-7). He is to preach the Word, reprove, rebuke, and exhort with all longsuffering and doctrine (2 Timothy 4: 2, 1 Timothy 5:17-18). He is to also be involved in doing the work of evangelism along with the rest of the body of Christ (2 Timothy 4:5). He should be praying for the saints as the Apostle Paul had set the example (Ephesians 1:15-16) and he should pray for the lost (1 Timothy 2: 1-4).

SPECIFIC DUTIES

1. To plan, prepare, and preach messages from the Word of God. To challenge, edify, and equip the saints to do the work of the ministry. Approximately 20 to 25 hours studying per week depending upon the difficulty in interpretation and the amount of research necessary for a text.
2. To teach the "Baptism and Membership" classes and instruct the candidates in the basics in Baptist beliefs and other areas.
3. To administer the Ordinances of the Lord's Supper and of Believer's Baptism.

4. To be involved in the various types of visitation:
 - a) Hospital visitation
 - b) Evangelistic visitation
 - c) Shut-in visitation
 - i. To give Communion to the Shut-ins periodically throughout the year as the opportunity arises
 - d) New member visitation
 - e) Crisis counseling
5. To be involved in the various types of Christian counseling:
 - a) Premarital counseling
 - b) Marital counseling
 - c) Crisis counseling
 - d) Membership counseling
 - e) Guidance counseling
6. To organize and prepare the order of worship and necessary announcements to the weekly church bulletin. This includes any preparation for the bulletin inserts or any handout materials that are to be used on Sunday or Wednesday. Preparation of any prayer lists or other information to be given to the congregation.
7. To prepare all correspondence that comes from the church office to any guest speakers, soloists, missionaries, businesses, Christian organizations, etc.
8. To give guidance to the church secretary concerning the general administration of the office.
9. To assist in the preparation of the monthly deacon agenda.
10. To keep in touch and attend some of the regular team meetings of the church.
11. To assist in the promotion of the church's evangelism crusades, Bible, and missionary conferences, concerts, etc.
12. To assist in seeing that the church is properly supplied gospel tracts, Bibles, follow-up materials, etc.
13. To perform and preach at wedding ceremonies, ensuring they meet the

spiritual requirements for marriage. To instruct married couples for the parent/child dedication service.

14. To conduct funerals and clearly present the gospel to all present.
15. To give advice and guidance to the Vacation Bible School (VBS) leaders, Children's Christmas Program, and other special programs and events.
16. To speak at community events: nursing homes, banquets, camps, retreats, etc. Thus developing a contact with the community and others in the body of Christ.
17. To assist with special projects during the year: mailing lists, membership lists, pictorial directory, church constitution and by-laws, chorus books, etc. and preparation of any material to go to the printers.
18. To attend some of the church's social functions and Sunday School meetings. To seek to get to know the members and attenders and their specific needs.
19. To prepare and deliver the radio broadcast and devotionals. This is one every two to three months and includes a 60 second sound bite. Such messages include: devotionals, salvation messages, upcoming events, regular ongoing ministry.
20. To prepare and submit all the church's paid newspaper block ads for all special events, such as conferences, guest speakers, concerts, cantata services, outreach movie nights and the veteran's patriotic service. Note: the church secretary does all the free promotion and free news releases for the newspapers from the bulletin information.
21. Order the tithe offering box envelopes each year and seeing that members get an assigned number box of envelopes upon their request. The numbers on the boxes provide confidentiality to the giving member. In the future, this could be changed to the Treasurer or Financial Secretary taking care of this item.
22. To make time for prayer for oneself, his family, church family, for the lost, and the local, national and world leaders. This may be listed last, but it is indeed the most important of all!