

BEREAN BAPTIST CHURCH

FAYETTEVILLE, NC



Senior Pastor and Chief Executive Officer

Responsible to the: Elders and Congregation

General Job Description

Serves as the senior pastor, an elder, and the CEO of the combined ministries of the church and academy; preaches and teaches the Word of God, shepherds the congregation, and oversees the ministries of church (Acts 20:17-28).

¹⁷ Now from Miletus he sent to Ephesus and called **the elders of the church** to come to him. ¹⁸ And when they came to him, he said to them: "You yourselves know **how I lived among you** the whole time from the first day that I set foot in Asia, ¹⁹ **serving the Lord with all humility** and with tears and with trials that happened to me through the plots of the Jews; ²⁰ how I **did not shrink from declaring to you anything that was profitable**, and **teaching you in public** and from house to house, ²¹ **testifying** both to Jews and to Greeks of **repentance toward God and of faith in our Lord Jesus Christ**. ²² And now, behold, I am going to Jerusalem, constrained by the Spirit, not knowing what will happen to me there, ²³ except that the Holy Spirit testifies to me in every city that imprisonment and afflictions await me. ²⁴ But I do not account my life of any value nor as precious to myself, if only I may finish my course and **the ministry** that I received from the Lord Jesus, **to testify to the gospel of the grace of God**. ²⁵ And now, behold, I know that none of you among whom I have gone about **proclaiming the kingdom** will see my face again. ²⁶ Therefore I testify to you this day that I am innocent of the blood of all, ²⁷ for I did not shrink from **declaring to you the whole counsel of God**. ²⁸ Pay careful attention to yourselves and to all the flock, in which the Holy Spirit has made you **overseers, to shepherd the church of God**, which he obtained with his own blood. (Acts 20)

Skills and Qualifications

- Must be in complete agreement with the church covenant and articles of faith
- Must adhere to the policies set forth in the employee handbook and employee expectations
- Must be able to speak to visitors and members about Christ, the Gospel, and Bible topics as needed
- Must be able to preach and teach the Word of God
- Must possess the ability to multitask and manage others well
- Must be ordained for pastoral ministry from a Baptist ordination council
- Must meet the qualifications for an elder in 1 Timothy 2 and Titus 1
- Must be able to meet deadlines, manage time, and progress without direct supervision
- Must possess a Master's of Divinity or Doctor of Theology from an accredited Seminary

Senior Pastor Duties and Responsibilities

- Serve as a member of the council of elders and regularly attend elders' meetings (1 Timothy 4:14)
- Accountable to the council of elders in the manner of sound doctrine, exegesis of the biblical text, ethical and moral behavior, personal financial management and anything else that would potentially disqualify the pastor from serving as an elder (1 Corinthians 9:27; 1 Timothy 3:2)
- Preach the whole counsel of the Word of God to the members and attenders of Berean on the Lord's Day through a careful exegesis of the biblical text while drawing relevant application (Acts 20:27; 2 Timothy 4:2)
- Teach the church right and sound doctrine, the comprehensive biblical narrative, and how to develop and possess a biblical worldview in the 21st century (2 Timothy 2:15, Titus 2:1)
- Shepherd the church to follow the Word of God (1 Peter 5:2)
- Regularly proclaim the gospel of the Lord Jesus Christ and its application to all aspects of life (Mark 16:15)

Senior Pastor Job Description (cont.)

- Lead the church in obedience to the Great Commission (Matthew 28:19-20)
- Develop and mentor the pastoral staff and those who are called and gifted to preach and teach the Word of God (Romans 12:7)
- Lead by example in the pursuit of personal holiness and the manifestation of the fruits of the Spirit (1 Peter 1:15, Galatians 5:22-23)
- Ensure church discipline is being conducted as necessary (Matthew 18:15-18)
- Attend all quarterly and special members' meetings
- Conduct funerals of church members when called upon by the family
- Conduct weddings and premarital counseling as needed
- Equip the saints for the work of the ministry (Ephesians 4:12)
- Interface with the deacons for the care of the widows and needy in the congregation (Acts 6:1-6, 1 Timothy 5:16)
- Pray for the members of the church (Acts 6:4)
- Promote fellowship among the members of the church to create the reality of being part of the household of God (Acts 2:42, Galatians 6:10)
- Provide spiritual leadership and guidance to members of the church as needed
- Regularly meet with the church staff to ensure the work of the Lord is being done by the church
- Visit the sick (James 5:14)
- Oversee the
 - ordinances of baptism and the Lord's Supper (Matthew 28:19-20, Luke 22:19)
 - admittance of new members into the congregation
 - church missionary program and regularly interface with those missionaries the church financially supports (Acts 1:8)
 - manner in which the church worships in song glorifies God and is doctrinally sound
 - ordination of pastors as needed (1 Timothy 5:22)
 - pastoral staff

Chief Executive Officer Duties and Responsibilities

- Serve as the
 - President of the Berean Baptist Church, Unaffiliated, Inc.
 - Chief administrator of the church staff and the day-to-day operations of the church and its ministries (children, youth, ladies, etc.) including the Academy (1 Corinthians 12:28)
- Oversee
 - the stewardship of the buildings, grounds, and property of Berean Baptist Church
 - church's presence on the Internet and social media platforms
- Ensure the church operates within its fiscal budget in relation to the tithes and offerings the church receives
- Evaluate and supervise the Academy's Head of the School to ensure he is meeting or exceeding his duties and responsibilities