***Church Name***

**Job Description: Senior Pastor**

**Job title:** Senior Pastor **Held by:**

**Reports to:**  Conference Superintendent **Date:**

**FLSA/Salary Classification:** Exempt

**Principal Function:** The pastor is responsible to the Church for proclaiming

the gospel of Jesus Christ, for using his skills in administrative leadership,

for engaging in pastoral care ministries to meet the needs of persons

in the church and in the community, and to act as the chief administrator

of the ministerial and vocational staff.

**Responsibilities:**

• Regarding behavioral expectation, the membership covenant and chapter three of the Book of Discipline of the Free Methodist Church-USA will serve as our guide. The standard expected is as required in I Timothy 3:1-7 and I Peter 5:1-4.

• Provide administrative leadership for the total church program.

• Maintain a regular program of study to enable himself to plan and conduct meaningful worship services.

• Prepare for and conduct worship services; lead in the observance of the ordinances; and, lead the church in proclaiming the gospel to the church and community.

• Visit members and prospects and lead the membership in a visitation program.

• Supervise other members of the church staff according to staff organization.

• Perform wedding ceremonies and conduct funeral services.

• Work with church officers and committees in performing assigned responsibilities. Be available for and lead in training as needed.

• Cooperate with and lead the church in cooperating with associational, state, and denominational leaders. Keep the church informed of developments within the denomination.

• Serve as a representative of the church in civic matters.

• Serve as the leader in seeking to win the unsaved; lead the membership in soul-winning training.

**Physical Requirements:**

* This is a high stress position with unlimited hour requirements.
* Handles detailed, complex concepts and problems, balances multiple tasks simultaneously, and makes important decisions regarding administrative issues.
* Establishes strong and appropriate relationships with all staff, church members and the community. Develops smooth and constructive relationships throughout the Church.
* Conveys a professional and positive image and attitude regarding the Lord and the Church
* Regularly required to talk, hear, see, and use hands and fingers to operate a computer keyboard and telephone. There is no special vision requirement.

**Work Environment:**

* There is regular interaction with other employees and guests. The noise level in the office work environment is usually low. Travel may be required periodically.