

Rochester First Baptist Church

Senior Pastor Job Description

MINISTRY PURPOSE:

The Senior Pastor is responsible to the Rochester First Baptist Church (Church) for providing spiritual and administrative leadership in accordance with the teaching and principles established by the Holy Bible and Jesus Christ. The Pastor is to use his skills in proclamation of God's Word and pastoral care. He is to "equip the people of God, for the work of their ministry". (Eph. 4:11-12).

REPORTS TO: Church as a corporate body.

DUTIES/RESPONSIBILITIES:

- Lead and administer the two Church ordinances, baptism and the Lord's Supper.
- Lead and be responsible for the regular weekly worship and prayer services of the church.
- Lead out by example and organizationally in evangelism to the lost and through visitation.
- Be a strong supporter of the mission education and missions' action of the Church, the Heartland Baptist Network, the Illinois Baptist State Association and the Southern Baptist Convention.
- Serve as Chair of the Ministry Leadership Team.
- Serve as an ex-officio member of all committees.
- Counsel and assist with the training of deacons, committee members and other key leaders to assist them in identifying and performing their duties in an effective and efficient manner.
- Inform the Church of programs and events through publications and announcements, coordinate and schedule events and provide written reports for the Church business meeting.
- Be informed of current methods, materials and events pertaining to ministry by attending local, state and national conferences or events and/or through advanced continuing education.
- Supervise additional ministerial and operational staff.
- Conduct funeral services and wedding ceremonies as requested.
- Conduct Easter and Christmas Eve services, exceptions may be approved by the Personnel Committee.
- Evaluate the total program, mission and objectives of the Church.
- Serve as a resource person and advisor to the Church's organizational leadership as needed.
- Order required background checks.
- Be an active Church member.

QUALIFICATIONS:

- The applicant shall be of exemplary character, strive to meet the qualifications as set forth by the apostle Paul in 1 Timothy 3, Titus 1, and by other New Testament writers.
- Bachelors and seminary degrees preferred. Previous ministry experience is desired.

WORKWEEK:

- The Senior Pastor is expected to keep regular office hours.
- The workweek of the Senior Pastor is Monday through Thursday and Sunday will be considered a workday.
- The Senior Pastor is considered always on call for emergencies as able.

VACATION:

- Vacation is earned as follows:
 - Years 1-5 2 work weeks
 - Years 6-10_ 3 work weeks
 - Years 11+ 4 work weeks
- Vacation days are earned through the course of a year and may be taken as they are earned.
- Vacations days may be requested in half-day increments.
- Sundays taken as vacation shall be equivalent to the number of vacation weeks received.
- If additional time is needed, it may be negotiated with the Personnel Committee
- Request for time off by the Senior Pastor shall be coordinated with Church responsibilities and coordinated with the deacons and the Personnel Committee.
- Up to two years' worth of earned vacation may be accumulated.

HOLIDAYS:

- The Church office is closed on:
 - Memorial Day
 - Independence Day
 - Labor Day
 - Thanksgiving
 - Christmas Day through New Year's Day
- These holidays are paid as a normal workday, unless otherwise noted, consistent with the normal working hours.
- If a holiday listed above does not fall on a normal workday, it may be observed either the day before or after said holiday.

COMPENSATORY TIME:

- When approved Church activities interfere with scheduled days off or holidays, days of compensatory time may accumulate, but not exceed three days, which may be taken off later. Compensatory time off may be taken in half-day increments.

MINISTRIES AWAY:

- Up to 10 days, limited to two Sundays, away from the Church for revivals, camps, conferences, or mission trips annually may be granted and not counted as time off.
- Attendance is also encouraged at Heartland Baptist Network, Illinois Baptist State Association, Southern Baptist Convention functions and other related events to represent the Church.

PERSONAL ENRICHMENT:

- Time off may be granted away from the Church to attend pastoral and related conferences, workshops and events and not counted as time off.

SICK LEAVE:

- Paid sick leave will be earned at the rate of one day per month cumulative to a maximum of 24 workdays.
- Sick leave can only be used for days off due to illness, medical appointments, or bereavement for immediate family members. The immediate family is defined as spouse, children, parents, parents-in-law, brothers, sisters, grandchildren, and employee's grandparents.

INSURANCE:

- The Church will provide a paid family medical insurance plan.
- If the Senior Pastor elects to be insured under any other health insurance plan, the Church will increase the compensation package by the cost, after taxes, for adding family to any other insurance plans with a maximum expenditure to the Church not to exceed the premium obligation of the Church provided health insurance.
- If the Pastor elects to return to the Church provided insurance plan, the compensation package will be reduced by an amount equal to the compensation increase.

RETIREMENT BENEFITS:

- The Church will place an amount equal to 10 percent of the Pastor's salary either into the Annuity Board, or, with the approval of the Church, the same amount in a retirement plan selected by the Pastor.

SALARY:

- The salary of the Senior Pastor will be reviewed at the end of each Church budget year.
- The Personnel Committee will recommend annual salary adjustments to the Finance Committee for budget consideration.
- The Finance Committee will present and recommend staff salaries for consideration and approval by the Church.
- Paychecks are issued bi-weekly.

Benefits may be subject to change as deemed necessary by the Church.

PREEMPLOYMENT REQUIREMENTS:

- Complete a background and credit check.
- Complete a Working with Minors form.
- Certificate of Completion for Mandated Reporters Training.
- Certificate of Completion for Sexual Harassment Prevention Training.
- Complete Employment Eligibility Verification and applicable federal and state employment forms.

SEPARATION:

The Senior Pastor shall serve until the relationship is terminated by:

- Senior Pastor giving a 30 days' notice, The Personnel Committee and Senior Pastor will determine work duties and the payment of salary and accrued vacation.
- Church giving a 30 days' notice, The Personnel Committee and Senior Pastor will determine work duties and the payment of salary and accrued vacation.
- The Personnel Committee on behalf of the Church may suspend immediately upon notice, further employment, service, and/or pay in the case of malfeasance, desertion of position responsibilities, criminal arrest, immoral acts, or inappropriate behavior.

The Personnel Committee shall present their findings and recommendations to the Church for consideration at a regular or special called business meeting.

Provisions for reinstatement would be negotiable with the Personnel Committee and subject to approval of a majority of Church members at a regular or special called business meeting.

GENERAL:

- Not maintain any outside employment.
- Schedule personal and vacation time in advance.
- Notify the Personnel Committee and Deacons in the event of unscheduled leaves or absences from the Church as soon as possible after their occurrence.
- Dress appropriately for Church related activities.
- Unapproved absence or time off beyond the limits of the policy may result in pay deductions as time off without pay.