

## Pastor – Part-Time

### Job Description

Grace Baptist Church  
Oxford, Alabama

### Ministry Purpose and Principle Function

The Pastor is a part-time ministry staff associate whose primary purpose and function is to grow church membership and reach people for Christ. He is responsible for helping Christians grow spiritually to be like Christ and live for Christ; minister to the needs of the people in the church and community; provide visionary, Spirit-led leadership in the life and ministry of the church; and serve as the lead administrator to the ministry staff and church employees. The Pastor is responsible to God and to the church for faithfully carrying out this calling and ministry with prayer, conviction, faith, vision, and humility. The Pastor will need skills in teaching, preaching, and administration.

### Duties and Responsibilities

The following are specific duties and responsibilities of the Pastor:

1. Set a role model and example of personal discipleship, Christian behavior and living, stewardship, spiritual growth, and ministry service (1 Timothy 3:1-7, 1 Peter 5:1-4, Acts 20:28-32, Titus 1:5-9, 1 Timothy 5:17).
2. Committed to prayerfully seek the Holy Spirit's direction for preaching and teaching, and diligently study, prepare, and deliver sermons and teaching experiences that faithfully proclaim, explain, and apply God's Word. Provide scripture for the bulletin for Sunday sermons.
3. Serve as the leader, overseer and vision-setter for the total ministry of the church in leading them to fulfill the functions of a New Testament church: evangelism, discipleship, ministry needs, worship, and fellowship/encouragement.
4. Supervise and advise the church ministry staff and ministry volunteers in their work in and through the church.
5. Serve as chairman and/or active member of the church Leadership Team/Church Council in planning, organizing, directing, and evaluating the overall ministry of the church.
6. Oversee the overall evangelistic and mission efforts of the church in effectively sharing the Gospel of Christ with others.
7. Visit members of the church family to minister to their needs, with special focus on those who are in need of spiritual counsel or guidance, ill, home bound, in nursing homes, or in hospitals.
8. Lead in the observance of the ordinances of the Lord's Supper and baptism.
9. Maintain a disciplined life of worship, Bible reading, and prayer.
10. Minister in wedding services and in funeral services as requested.
11. Attend staff meetings and other church functions as directed.
12. Be a faithful tither based on Malachi 3:8-10.
13. Welcome visitors and create ways for new guests to get plugged into the church body and ministry.
14. Adhere to the constitution and bylaws, and policies and procedures manual, as adopted by the church.

### Qualifications and Skills Expected

1. Must be a born again Christian with a vital relationship with Jesus Christ, have spiritual maturity, and high moral, ethical conduct in accordance with 1 Timothy 3 explanation for the qualifications of overseers in God's church.
2. Must be able to reach and connect with church membership and visitors.
3. Must be committed to making and growing disciples of Christ.
4. Must be an ordained minister in the Baptist church.
5. Must be professional and Christ-like with a pastoral attitude.
6. Must have good communication skills to include knowledge of social media platforms and Microsoft Office products.
7. Must have demonstrated strong preaching and teaching gifts.

### Miscellaneous

Additional information pertinent to the role and function of Pastor include:

1. It is expected that the Pastor would spend between 20-25 hours per week engaged in ministry-related activities to include regular attendance at church services.
2. Vacation time is in accordance with the GBC Vacation and Holiday Policies.
3. The Pastor is accountable to the Personnel Committee. This individual will need to notify the Personnel Committee and Chairman of the Deacons a minimum of fourteen (14) calendar days prior to planned absences (preferably as soon as possible) to allow for scheduling. This excludes personal and family emergencies.
4. Attend church staff/council meetings.
5. A probationary performance review will be completed within the first three months by the the Personnel Committee. An annual performance review will be completed twelve months after initial employment.