



# OPEN BIBLE CHURCHES

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## **Church Pastor Job Description**

**Job Title: Senior Pastor/Lead Pastor**

**Eligibility:** The senior pastor shall exemplify the characteristics of a godly, Christian life and possess the qualities of a spiritual leader as stated in 1 Timothy 3:1-13. The senior pastor shall be a credentialed minister in good standing with Open Bible Churches and will be required to have a background check during the consideration process.

### **Qualifications:**

- A clear and mature calling to pastoral ministry within the Open Bible fellowship.
- Proven experience in preaching, leadership, administration, and pastoral care.
- Strong interpersonal, organizational, and communication skills.
- Committed to the doctrines, values, and mission of Open Bible Churches.

**Duties:** As prescribed in the Church Bylaws

**Reports To:** Church Board (under the covering and guidance of Open Bible Churches)

### **Position Overview:**

The Senior Pastor of an Open Bible Church serves as the primary spiritual leader and organizational overseer of the congregation. This individual provides biblical preaching, visionary leadership, and strategic oversight across all church ministries, administration, business functions, and board governance. As Chairman of the Board, the Senior Pastor leads the church in fulfilling its God-given purpose, mission, and vision, while also advancing local and global missions efforts.

### **Key Responsibilities:**

#### **1. Preaching and Teaching:**

- Serve as the primary preacher, delivering biblically sound, Spirit-led messages that encourage spiritual growth, discipleship, and application of the Word.
- Provide consistent teaching that aligns with the doctrine and values of Open Bible Churches.
- Equip and develop others to teach and preach effectively as needed.

#### **2. Pastoral Care:**

- Shepherd the congregation by providing spiritual guidance, counseling, and support.
- Officiate weddings, funerals, and other pastoral functions.
- Maintain a caring presence during times of crisis, sickness, and grief.

#### **3. Ministry Oversight:**

- Provide leadership and direction for all church ministries, ensuring they reflect the church's mission and values.
- Develop ministry leaders through mentoring, coaching, and training.

- Support ministries in their efforts to reach all generations and diverse community needs.
- 4. Missions Leadership:**
    - Champion local and global missions, keeping the Great Commission at the heart of the church.
    - Encourage congregational involvement in outreach, short-term missions, and long-term partnerships.
    - Promote awareness and support of Open Bible mission initiatives and missionaries.
  - 5. Vision and Strategic Direction:**
    - Lead in discerning and defining the church's God-given purpose, mission, and vision.
    - Collaborate with the board and leaders to set strategic goals and direction.
    - Communicate vision clearly to the congregation and staff, fostering unity and momentum.
  - 6. Board Leadership:**
    - Serve as Chairman of the Board, facilitating regular meetings and guiding effective governance.
    - Provide oversight and accountability alongside board members in areas of policy, finances, and vision.
    - Work in unity with the board to discern God's direction and maintain church health.
  - 7. Administration and Business Oversight:**
    - Supervise daily operations, financial stewardship, budgeting, and personnel.
    - Lead and support administrative staff, ensuring compliance with legal and denominational standards.
    - Foster transparency, integrity, and faithfulness in all business matters of the church.
  - 8. Evaluation and Accountability:**
    - Participate in a biannual pastoral evaluation using tools provided by the Open Bible regional office.
    - Engage in goal setting and performance reviews with the board to ensure healthy leadership and continued growth.

## **Expectations:**

The role of the pastor is both a spiritual and practical leadership position, and the following expectations are established to support healthy ministry, personal well-being, and the growth of the church community.

- 1. Regular Office Hours**
  - Maintain consistent and clearly communicated office hours to ensure accessibility for staff, church members, and visitors.
  - Be present for meetings, counseling, planning sessions, and other administrative responsibilities during these hours.
  - While flexibility is understood, presence and availability at the church facility during these scheduled times is essential.
- 2. Community Engagement**
  - Actively engage with the local community by participating in civic, school, or charitable events.
  - Seek opportunities to represent Christ and the church in public spaces and partnerships, demonstrating a heart for outreach and service.
  - Build relationships with local leaders and organizations to foster goodwill and potential collaboration.
- 3. Building and Maintaining Connections**
  - Regularly connect with current church members through pastoral visits, phone calls, and meaningful conversations.
  - Intentionally build relationships with potential church members and visitors to make them feel welcomed and valued.
  - Lead by example in hospitality, discipleship, and spiritual care.
- 4. Crisis and Emergency Availability**
  - Be available to respond promptly and compassionately to crisis and emergency situations involving members or the broader church community.
  - Provide spiritual support, prayer, counseling, and presence during hospitalizations, funerals, family crises, and other urgent matters.
  - Maintain a communication system (with board/staff support) for handling emergencies during scheduled time off.

## **5. Involvement in Open Bible Events**

- Actively participate in Open Bible regional and national events for fellowship, training, and accountability.
- Foster connection with other Open Bible pastors and churches to remain rooted in the shared vision and mission of the movement.
- Support and promote Open Bible initiatives within the local congregation.

## **6. Prioritization of Family and Sabbath Rest**

- The church board affirms the importance of the pastor's family and spiritual health.
- Maintain regular, scheduled time off each week, honoring a personal sabbath for rest and renewal.
- Take annual vacation time and personal days as needed, with proper communication and planning with the board.
- Encourage and model a healthy work-life balance to the congregation.

## **Accountability:**

The Senior Pastor is accountable to the Church Board and operates under the spiritual and structural covering of Open Bible Churches. The pastor will be evaluated at least biannually using assessment tools provided by the regional office to ensure alignment with church goals, for purposes of providing positive feedback, and if needed, suggesting areas that might need attention.