# Emmaus Baptist Church Pastor Job Description

**Church Overview:**

The Emmaus Baptist Church is recognized as one of the oldest Baptist churches in the community with 157 years of existence and a member of the Baptist General Convention. With more than 150 members Emmaus has a diverse congregation which embodies a multi-cultural population with an inclusive culture. It is a family-oriented church with the motto “The Church with a friendly fellowship.”

# Job Title:

Pastor of the Emmaus Baptist Church

2104 Sandy Hook Road

Goochland, Va. 23063

# Description:

The church is in search of a Bi-vocational Pastor which shall serve as the chief under-shepherd and overseer of the Emmaus Baptist Church family only. The pastor is responsible for being a spiritual leader of the church proclaiming the gospel of Jesus Christ, to preach as well as teach the biblical revelation, to engage in outreach pastoral care ministries, to provide administrative leadership in all areas of the Emmaus Baptist Church life, and to function as the Chief Administrator of the paid staff.

# Key Responsibilities & Duties

* Teaching the word of God.

1. Preaching
2. Leading the worship life of the Church

* Officiating.

1. Communion
2. Baptism
3. Weddings
4. Confirmation
5. Revival and funerals

* Providing pastoral Leadership for.

1. Meetings of the main body
2. Church sponsored activities
3. Organizations of the congregation

* Pastoral Visitation Ministry.

1. Uphold members with visitation
2. The sick and shut-in to include hospital and nursing homes

* Pastoral Christian Education Teacher.

1. Lead Bible study
2. Sunday School
3. Vacation Bible School and other mutually agreed upon services

* Community Involvement.

1. Attend appropriate external meetings and make reports
2. Provide Biblical resolution

* Communications and Networking.

1. Check church email/voicemail daily and respond to members in a timely fashion
2. Highlight relevant social issues impacting the congregation
3. Must attend conferences/conventions regularly and encourage church body to do the same

# Eligibility Requirements

* Licensed and ordained as a minister of the Gospel
* Spiritual and personal integrity and maturity.
* Ability and willingness to share Christ and disciple others.
* Positive human relations skills.
* Visible motivational skills.
* Ability to communicate well through a pulpit ministry.
* Ability to provide conflict resolution in a spiritual manner.
* Proven love for the fellowship of a local church.
* Empathic to concerns of the congregation,
* Seminary graduate
* Minimum 5-year experience in pastoring, leading a church, and or working under a Senior Pastor
* Administration: The Pastor oversees and executes the administration of the church through appropriate staff and lay leadership teams, and ensures the completion of ministry, business, facility, and logistical support functions through staff and lay volunteers. He/she must:
  1. Oversee the pastoral cares of the congregation and, as necessary, share with other ordained and lay ministers in hospital visitation, home visits, counseling, marriages, and funerals.
  2. Supervisor to Clerk of the Church/Secretary with directions for the church business office and to other areas of the church and community.
  3. Oversee and assist in the development of and adherence to church policies and procedures.
  4. Work with finance committee in the church finances and financial planning and budgeting.
  5. The candidate must be technology efficient.
  6. Exhibit strong written and verbal communication skills along with excellent people skills and demonstrated ability to lead.

# Resume Required:

**Salary/Benefits:** Upon Request