

Salt Creek Baptist Church

Job Description

Lead Pastor

Purpose: The lead pastor is to provide spiritual leadership and shepherding for the congregation, staff, and lay leadership of Salt Creek Baptist Church in accordance with the qualifications of 1 Timothy 3:1-7 and Titus 1:5-9.

Relationships: The lead pastor:

1. Is responsible to the church through the deacon board.
2. Is an ex-officio member of all church boards and committees.
3. Oversees and disciples all staff and lay leadership of the church.

Responsibilities:

1. Spiritual Responsibilities. The lead pastor will provide general oversight to the spiritual welfare of the church body by:

- Preparing and preaching biblically based sermons.
- Coordinating with other staff members/deacons/lay leaders in designing and planning the entire worship service.
- Facilitating and cooperating with the church advisory council to develop and execute an ongoing church vision.
- Conducting the ordinances of baptism and the Lord's Supper, as well as extending the Right Hand of Fellowship to new members of the congregation.
- Supporting weekly Bible studies and activities
- Officiating at weddings and funerals. (In accordance with church policy)
- Providing counseling as needed and referring for outside counseling as appropriate.
- Visiting members who are in the hospital, nursing homes, etc., as well as visitors, or delegating these responsibilities to other staff, deacons, and other church leaders as appropriate.
- Equipping lay leaders to effectively do the work of the ministries of the church.

2. Staff Responsibilities. The lead pastor will meet regularly with staff for prayer, encouragement, coordination of ministry programs, planning and setting of goals, and evaluating past areas of ministry. This includes:

- Leading a once-a-week staff planning, evaluation, and prayer meeting.
- Providing spiritual leadership development to pastoral staff and lay leaders.

3. Administrative Responsibilities. The lead pastor:

- Provides day-to-day leadership in the administration of the church and its programs.
- Implements various policies as established by the church advisory board.
- Supervises administrative staff.

4. Conference and Association Responsibilities. The lead pastor actively supports/cooperates with the North American Baptist Conference, NAB Northwest Association, and the Dallas Ministerial Association.