



*First Baptist Church of Butner
200 West D Street
P. O. Box 44
Butner, North Carolina 27509*

Position Description Pastor

Classification: Exempt Position
Reports to: Church Body and Deacons
Benefits: As specified in the FBC Human Resources Policy and Procedure Manual
Salary Range: \$ Hiring range is \$50k - \$70k, plus other value added benefits

PURPOSE: This Position Description exists to provide a spiritual framework for the Pastor to equip the Church Body to carry out God’s Great Commission. Its vision may be captured through the Pastor’s preaching, teaching, and mentoring God’s truths to the body of believers who make up First Baptist Church, Butner. He will lead the church body in applying the church’s adopted Mission Statement of, “REACH, TEACH, PREPARE, and SEND,” enabling all members of the congregation to share the love of Jesus Christ with one another, and the world.

ESSENTIAL RESPONSIBILITIES:

A. PREACHING AND TEACHING:

- Fulfill the primary preacher/teacher role within the church.
- Maintain a regular schedule for personal study and spiritual development.
- Develop and deliver sermons for Sunday morning worship services and special occasions.
- Administer the ordinances, win the lost to Christ, minister to the spiritual needs of the church members.
- Develop and deliver Wednesday night Bible study.
- Practice and model personal witness and evangelism in the community.
- Provide leadership to the evangelism and discipleship ministry, coordinating resources and lay leaders that include Sunday School and Wednesday evening programs.

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B. LEADERSHIP AND PLANNING:

- Shall have charge of the Worship Ministry of the church.
- Shall arrange for pulpit supply in their absence, as well as ministers who will lead revivals as set forth by the church.
- Ensure Deacon training for the Family Ministry Plan is conducted.
- Arrange opportunities as needed for “Town Hall” Wednesday night assemblies.
- Attend monthly Deacon’s meetings and other committee meetings as needed by serving as an ex-officio member.
- Attend the Flat River Baptist Association (FRBA) monthly meetings on a regular basis.

C. STAFF SUPERVISION AND DEVELOPMENT:

- Serve as direct or indirect supervisor for all paid and volunteer staff members (to include but not limited to Associate Pastor of Music and Youth, Children’s Director, Administrative Assistant, and Financial Assistant).
- Provide leadership and mentoring to existing staff in their respective areas of ministry in coordination with the Human Resources Committee and church body.
- Meet regularly with staff both individually and as a team.
- Direct staff training and development.
- Work with the Human Resources -Committee to conduct annual performance reviews and provide on-going informal performance feedback for paid staff.
- Nurture effective lines of communication between staff and lay leadership.
- Work with the Human Resources Committee and Deacon Body to resolve complaints regarding staff member(s) in a ***confidential, need-to-know manner***. Such complaints will be resolved through discussions that include parties involved, and ensuring Biblical principles, characteristics, and corrective actions taken are in alignment with Biblical practices.

D. PASTORAL AND MISSIONS MINISTRIES:

- Oversee and coordinate ordained and lay leadership to provide ministry care needs of the congregation by leading and participating in hospital visitation, home visits, and prospective new member contacts.
- Provide pre-marital, marriage, and crisis counseling by phone, in the office, or home visits as requested.
- Perform weddings and funerals as requested.
- Have in their charge the welfare and oversight of the Church.
- Participate in mission activities and Church-wide events.

QUALIFICATION REQUIREMENTS:

Individuals must be able to satisfactorily meet the spiritual, physical, and emotional requirements discussed throughout, and possess skills associated with the essential duties established for this Christian calling. Reasonable accommodation may be made to enable qualified individuals with disabilities to perform essential functions of this work. Listed herein are examples which are representative of the knowledge and/or abilities we are seeking.

BIBLICAL QUALIFICATIONS:

Primary qualifications for a pastor are given in I Timothy 3:1-7, and Titus 1:5-9, and constitute the basic minimal spiritual criteria that should be expected of a pastor as summarized below:

RELATION TO GOD:

- A spiritual leader – for all the people of the church
- Above reproach – without major character defect
- Able to teach – effective Bible communicator
- Not a new convert – mature Christian

RELATION TO FAMILY:

- Sexually pure – if married, committed to the marriage in covenant with the Holy Bible
- Has reared his children with Biblical values, and in church activities
- Manages family well as the spiritual head – provides for, leads, and loves

RELATION TO OTHERS:

- Respectable – worth following, showing Christ to the church and community, well respected by both Christians and non-Christians in the community.
- Hospitable – welcomes strangers and friends, alike
- Not violent – gentle, helpful, even tempered in word and deed
- Servanthood – kind, gracious, loving, and helpful in serving others
- Not contentious – peaceable, not quarrelsome, or divisive
- Leads by example
- Willing to enter into a written Covenant with the church body of FBC, Butner

PERSONAL TRAITS:

- Temperament - mentally and emotionally stable
- Self-controlled – disciplined life, morally upright, and demonstrated sound decision making.
- Not given to drunkenness – without addictions.
- Not a lover of money – financially responsible, ethical, content.

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THEOLOGICAL QUALIFICATIONS:

The Pastor's doctrinal beliefs must be lived out in accordance with scripture. He must hold to, and not be in opposition with, the Southern Baptist Convention's Baptist Faith and Message, 1963.

EDUCATION AND EXPERIENCE QUALIFICATIONS:

Seminary Degree: Minimum four-year degree from an accredited college or university. Master's degree preferred from an accredited seminary. Pastoral experience may be substituted for educational requirements at the discretion of the Pastoral Search Committee, in conjunction with the Human Resources committee.

Pastoral Experience: 5 years minimum; 7 preferred

SKILLS AND KNOWLEDGE:

People skills required: Caring; open minded; good listener; able to provide discernment in their response to the person being heard; handle criticism without anger; loving; compassionate; patient.

Personal skills required: Self-starter; demonstrate initiative; self-confident; sensitive; flexible; handle conflict well; encourager; sense of humor and knows when to use.

Managerial skills required: Able to motivate others; leader; planner; delegate effectively; follow through; discernment; excellent verbal and written communication skills; recruit /mentor people; resolve conflict.

Computer skills preferred: MS Office Suite (Word, Excel, PowerPoint, Outlook); basic knowledge (or ability to learn) these software programs: Realm, Proclaim, Canva; Internet navigation – comfortable in conducting internet research, using discernment in utilizing those resources; Email – basic understanding in prudent usage of email as a communication tool.

Submitted by the Human Resources Committee: Stacy Ayscue, Gail Birdsong, Liz Davis, Tammy Duke, Tracy Ferrell, and Dennis Lester

Approved P.D. by the Church: Version 4.0 Dated: February 21, 2024

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