

# First Baptist Church

404 West Benjamin Ave, Norfolk, NE 68701

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[www.firstbaptistnorfolk.com](http://www.firstbaptistnorfolk.com)



# Pastor Job Description

"Helping people find and follow Jesus"

**Education and Experience:** A graduate level degree with pastoral experience is preferred, and a willingness to engage in continuing education is a must.

**Leadership Style:** We are looking for a flexible and engaging communicator who can work with churchgoers of all ages. They should have a vision for the future that is supported by the congregation, and they should be eager to work with all ministry teams in the church.

**Worship Style:** The successful candidate will be required to prepare and deliver an original, Bible-based sermon for each Sunday morning worship service (except when on vacation). They should be present at the church before Sunday School and available during Sunday School hour. Additionally, they will participate in the worship service with song, praise, and fellowship.

**Office Hours:** A minimum of 40 hours of work is expected per week. In addition to preparing for worship, the pastor's time will be devoted to meetings, visiting others, praying, leading prayer and Bible studies, counseling as requested, and the spiritual development of the congregation. Scheduled time in the church office is required for people to drop by for Godly counsel or friendly visits.

**Visitation:** Visiting is an essential part of the pastor's weekly routine, including all members and attenders of the congregation, as well as shut-ins and nursing home residents. They should also make the best effort to visit those hospitalized and those recovering.

**Bible Study:** Dedication to personal Bible study and participation in Church Bible studies is required.

**Ministry Support:** The successful candidate will support the ministries of the church by attending and participating in gatherings and events. They should attend ministry team meetings, as well as quarterly and annual meetings.

**Special Occasions:** They will be responsible for conducting weddings, funerals, baptisms, baby dedications, and administering Holy Communion. They should also facilitate special Christian services such as Maundy Thursday and Christmas.

**Denominational Involvement:** Participation in the life of ABC Nebraska is a must through attending pastor gatherings and/or region events.

**Community Involvement:** Community involvement is expected, including participation in community events as well as nondenominational events. The pastor should also be active in the local ministerial association.

**Oversee Staff:** The successful candidate will meet with the praise team leader on a weekly basis to coordinate the worship service.

**Reporting Accountability:** They should report to the Leadership Council monthly, as well as provide quarterly and annual reports to the congregation. They should also meet with the pastoral relations committee as needed to discuss concerns from the pastor or congregation.