



Lake Shore Baptist Church

Position Description

Pastor

Status: Exempt, Full-time (Salaried)

Reports to: Deacons

The Pastor has general responsibility for the preaching, worship, and pastoral care ministries of Lake Shore Baptist Church and for leadership and spiritual growth of the congregation. The Pastor serves as the collaborative leader of the pastoral and administrative staff; works cooperatively with the Deacons, church committees, and teams on their areas of responsibility; guides the church in its strategic vision; and serves as the public face of the church to the larger community.

Specific responsibilities of the Pastor include:

- Serve as the primary preacher and leader in corporate worship and ensure that qualified preachers are provided when the Pastor is not preaching. The Pastor is encouraged to deliver sermons that are intelligent, questioning, and challenging while also gracious and uplifting.
- Lead the pastoral staff in weekly planning and preparation of congregational worship services.
- Lead weekly staff meetings to coordinate the various ministries and activities of the church.
- Nurture the church as a faith community, rooted in a progressive approach to historic Baptist principles; help the congregation to grow spiritually and to develop relationships with God and with one another; build bridges of cooperation and reconciliation; and inspire the congregation to live the Gospel and to work for peace and social justice.
- Work with the Associate Pastor and deacon ministry groups to coordinate the pastoral care ministries of the church.
- Work with the Associate Pastor and missions leadership, supporting a strong missions program, working with partner organizations to address the spiritual and material needs of the local community and the larger world. .
- Support the Minister to Children, Youth, and Families in organization of weekly

Approved by the Personnel Committee 10/20/2014 and updated on 4/14/2018 and 7/5/2021.

Approved by the Deacons 11/2/2014

programs, mission projects, camps, retreats, and conferences.

- Provide general oversight of Christian education in the church, supporting the efforts of other pastors who are directly responsible for these programs.
- Work with the Stewardship and Finance committees to maintain a stable financial base for the church and to encourage our congregants to engage in Christian stewardship.
- Facilitate communications between the church committees and the ministerial staff.
- Maintain steady communication with staff members who are supervised by the Pastor and conduct annual reviews according to guidelines that are set by the Personnel Committee.
- Support congregational programs of strategic and long-range planning for church programs and facilities.
- Keep regular and clearly-communicated office hours.
- Prioritize availability for worship services on Christmas Eve, Christmas, Ash Wednesday, Holy Week, and Easter.
- Participate in Wednesday evening and other fellowship activities.
- Other tasks as assigned by the Deacons or Personnel Committee in their respective spheres of responsibility.

Qualifications and personal characteristics:

- Embraces the mission of Lake Shore Baptist Church as “a welcoming and affirming community of Christians, attempting to discover, articulate, and embody the meaning of the Gospel in the world today.”
- Has been called and ordained to Christian ministry and has demonstrated spiritual maturity.
- Has a Master of Divinity or higher degree from an accredited theological seminary. Training and experience in clinical pastoral education is also helpful.
- Has at least five years of experience working in ministries of worship, pastoral care, education, and mission outreach in a congregationalist church setting.
- Is committed to personal, professional, and spiritual growth to gain scriptural knowledge, theological reflection, and knowledge of relevant current events.
- Has an outgoing, warm, and cooperative personality with a good sense of humor and is a person who demonstrates emotional maturity.
- Has demonstrated gifts for building bridges of cooperation, reconciliation, and conflict resolution. Has respect for tradition and is receptive to change.
- Has excellent oral and written communication skills adapted to preaching and teaching.
- Is committed to inclusivity, ecumenism, and interfaith dialogue and has experience leading or working alongside people from historically excluded communities
- Is committed to a balanced life of integrity, attending to the needs of family, friends and personal development while serving as Pastor. Follows healthy practices of rest and revitalization outside of the congregation and participates in continuing education.
- Is proficient in administration, staff leadership, computing, and other basic technical skills.

Supervision and Evaluation

The Pastor is supervised by the Deacon Executive Committee which will participate in the annual performance evaluation process that is managed by the Personnel Committee.

Supervisory Responsibilities:

- Associate Pastor
- Minister to Children, Youth, and Families
- Minister of Music

Special agreements about PTO:

Lake Shore Baptist Church and the Pastor will come to an agreement about PTO. The Pastor will also receive one week of continuing education, as per the Personnel Policies.

PTO: Fulltime regular pastoral staff (as an example)

	Hours of PTO Earned Per Pay Period	Days of PTO Per Year
Length of employment		
0 year up to less than 3	5	15 full days or 120 hours
3 years up to less than 8	6.67	20 full days or 160 hours
8+	8.33	25 full days or 200 hours

*A full day is defined as 8 hours. However, all employees can take partial days calculated by the hours available.

Other Duties:

In accordance with the team philosophy of Lake Shore Baptist Church, the Pastor may routinely be required to carry out and assist with other tasks in addition to those listed above.

This position description is not intended to be all inclusive. Lake Shore Baptist Church reserves the right to revise or change job duties as the need arises. This position description does not constitute a written or implied contract of employment.

I have read and understand this position description.

Signature: _____

Date: _____