

PLEASANT HILL BAPTIST CHURCH  
Troutville, VA 24175  
2020 Pastor Job Description

**Principal Function:** The Pastor shall embody and promote the core values of Pleasant Hill Baptist Church. The Pastor is responsible for leading our congregation to glorify God, to make disciples of Jesus Christ, and to fulfill its mission and vision of loving God, sharing Christ, and serving others. The Pastor's primary job is equipping members for ministry (Ephesians 4:11-13). Proclamation and pastoral care are also important pastoral functions. The Pastor will continually improve ministry skills through personal study and continuing education.

**Responsibilities of the Pastor:**

1. Work with the church staff and the worship team to plan and conduct life-changing worship that enables people to praise and experience God. The Pastor shall proclaim God's Word in ways that connect with the ever-changing real issues and needs of people.
2. Lead the church in developing growth groups that help people mature spiritually and care for one another. The Pastor shall enlist, encourage, and equip members for leading small group ministries.
3. Lead the church in developing ministry teams through which individuals can work for God and help others in Jesus' name.
4. Lead the church in training leaders and new members and enlisting, equipping, and motivating members to use their unique gifts for ministry in ways that they can best serve God and others.
5. The Pastor shall supervise and mentor church staff and lay leaders in their work.
6. Lead the church to care for one another and others. The Pastor shall provide pastoral care and counseling in crisis situations as able and refer individuals who have special needs.
7. Conduct baptisms, communion, weddings, and funerals.
8. Work with the Finance Committee and the Church Council to strengthen the congregation's stewardship of time, talents, and finances.
9. Prepare an annual "State of the Church" letter to the congregation in January setting forth accomplishments of the previous year as well as goals and objectives for the coming year.
10. Train and lead members in sharing their faith in Jesus Christ with others outside the church.
11. May call special meetings of the Deacons or the Church Council or of any committee or council according to procedures that have been set forth in the Bylaws.
12. Assist with various ministries as directed by Church Council.
13. Promote the presence of Pleasant Hill Baptist Church, but most importantly, the image of Jesus Christ through daily activities in our community.
14. Comply with policies and procedures as outlined in the Employee Handbook.
15. Shall be an authorized messenger of the church to all denominational conventions and associational meetings.

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**Minimum Qualifications:**

**EDUCATION:** Prefer a Master of Divinity degree or be pursuing a master's degree in ministry from an accredited institution.

**EXPERIENCE:** Must have proven experience in a ministerial staff position.

**OTHER MINIMUM QUALIFICATIONS:**

- Must be ordained as a Baptist minister and authorized by the Commonwealth of Virginia to perform weddings etc.
- Must demonstrate strong leadership skills, conflict resolution skills, and knowledge of community resources.

**Performance Review**

A performance review will be conducted annually and will include an objective review of the Pastor's work over the previous 12 months and a plan for the Pastor's personal and professional development.

**Absences**

- Absences will be approved by the Church Council (reference Employee Handbook)
- The Pastor will have two weeks for the privilege of attending conferences, assemblies, or retreats as he deems necessary providing the pastor is present on Sunday for all usual services and that his absence during the week does not prevent or hinder the church program.

**Compensation**

The Pastor will be considered a regular salaried position and eligible for all benefits available and provided by the church at the time. The salary will be paid semi-monthly or monthly.