**CREATING A SIMPLE BUT FOCUSED JOB DESCRIPTION**

Candidates will need to know the expectations that the board and church will have of them. The official board will also need to help the search committee by establishing reasonable expectations for the new pastor while leaving room for their unique giftings and temperament. The best way to do this is by making a summary job description.

Here are a few pointers to use the template below to customize one that fits your church.

1. **Delegation**. In every church, some of the pastor’s responsibilities are direct (performed by the pastor) while others are indirect (delegated by the pastor but performed by staff and volunteers).
2. **Credential requirement**. Most bylaws of Assemblies of God churches clearly require the lead pastor to have credential with the General Council of the Assemblies of God in addition to those listed in scriptures like 1 Timothy 3:1-7, Titus 1:5-9, and 1 Peter 5:1-4. If your bylaws require your pastor to have a credential, you cannot violate them by presenting a candidate who does not or is “almost there.” Consequently, be sure your job description is not in conflict with your bylaws.
3. **Reasonable expectations**. Remember that no one person can do all these things well. The finances and size of the paid staff will also greatly influence a pastor’s ability to lead well.
4. **Questions to consider**.

* Is the job description appealing to high performers while also being true to the character and culture of the church?
* Did you give potential candidates a clear picture of the community your church is in as well as the unique culture of the church?
* Is the job description clear, thorough, and concise?
* Would this job description be appealing to the type of pastor you think you need?
* Did you place a link to the church website on the job description and church profile?

Making a job description is easier if you focus on the major categories of the lead pastor’s biblical and organizational responsibilities. Remember, too much detail will discourage high performers and may give the impression that the board desires to micro-manage the lead pastor. Balance and flexibility are key. Below is a template you can use to get started.

**SAMPLE JOB DESCRIPTION – SENIOR PASTOR**

**(Your church name here)**

(insert your church name here) recognizes that God has called our pastor to serve in an executive capacity while giving leadership to the finances, administration, volunteers, and spiritual vision of the church. It is our desire to create a job description that clarifies minimal expectations while also leaving margin for a pastors unique spiritual gifts, natural abilities and spiritual vision. That would include ..

1. **Character and ministerial endorsement.** In addition to the pastoral qualifications listed in scriptures like 1 Timothy 3:1-7, Titus 1:5-9, and 1 Peter 5:1-4, our lead pastor must hold current ministerial credentials with the General Council of the Assemblies of God and be in good standing. If their current credential is at any level less than ordained (certified or licensed), they are expected to diligently work towards an ordained status within two (2) years of employment.
2. **Overseer of the church.** The lead pastor as the overseer of the church is responsible for setting vision and directing staff and ministries as well as managing the day-to-day operations of the church (1 Timothy 3:1-7, Titus 1:6-9, 1 Peter 5:1-4) as set forth in the bylaws.
3. **Preaching and teaching.** The lead pastor is the primary preacher/teacher in what takes place during Sunday morning services and supervises the doctrine taught in any discipleship applications the church may have. It would also involve, either directly or indirectly, approving all guest speakers, teachers, small group leaders, substitutes, and curriculum on a churchwide level.
4. **Establishing and communicating vision.** The lead pastor is responsible for setting, casting, mobilizing, and communicating new vision.
5. **Leadership.** The lead pastor provides executive leadership to manage the staff, board, and volunteers. This would also include any organizational roles and responsibilities outline in our church’s governing documents (constitution or bylaws) or legal requirements as a 501-c3 non-profit organization.
6. **Administration.** The lead pastor ensures that effective policies, procedures, and accountability structures are in place to manage the ministries, finances, facilities, and governance of the church.
7. **Pastoral care.** The lead pastor mobilizes people, platforms, and volunteers to provide care, counseling, weddings, funerals, baptisms, baby dedications, and other needed ministries.

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Date and signature of pastoral candidate Date & signature of Chairperson of Search Committee