

**PASTOR JOB DESCRIPTION
LITTLETON BAPTIST CHURCH
2017**

PRINCIPLE FUNCTION

The pastor is to be the spiritual leader of the church. He is primarily responsible to God to proclaim the gospel, teach the Bible, and lead the church in sharing Christ's love throughout the world. He is also to engage in pastoral care, provide supervisory leadership in all areas and administrate the paid and volunteer staff. The pastor should acknowledge his own dependence on God by setting an example through personal prayer, devotion and study.

OUTREACH AND MISSIONS

Lead in an effective program of visiting members and prospects, ministering to needs as they rise in the community.

Interact with the Cooperative Baptist Fellowship leadership in matters of mutual interest and concern. Promote local, state, national and international missions.

Represent and help coordinate our community of churches' missions and gatherings such as Community Bible School, Lenten Lunches, Community Thanksgiving Services, LACTS Food Pantry, John 3:16 Center and Union Mission.

Lead the church in an effective evangelism program and in a caring ministry for those in the church and community.

Provide counseling sessions as needs arise.

Assist in planning and participate in youth and children's activities.

ADMINISTRATION

Lead in planning, organizing, directing, coordinating, and evaluating the total program of the church.

Act as moderator of church business meetings.

Help prepare and edit the church bulletin and newsletter plus write a monthly message in the newsletter.

Work with deacons, church officers, and committees as they perform their assigned responsibilities.

Provide regular office hours.

WORSHIP

Plan and conduct worship services; prepare and deliver sermons and lead in observances of church ordinances.

Deliver a children's message every Sunday during the morning worship service.

In the event the pastor is unable preach on a Sunday morning, the pastor will find a guest speaker.

Lead Prayer Meeting and Bible Study on Wednesday evenings.

Perform wedding ceremonies and conduct funerals.

CHURCH MISSION STATEMENT – Our mission is to make Christ known by providing spiritual nourishment, ministering to physical needs and sharing the gospel.