

First Baptist Church  
Mason City, Iowa

### Position Description

Position: Senior Minister

Purpose: Provide spiritual leadership of the Church

#### Requirements:

1. Be an ordained minister
2. Shall be in sympathy with and promote the general aims and objectives of the American Baptist Churches in the U.S.A. or its successors
3. Master of Divinity education preferred

#### Accountable:

1. To the church who calls him/her and respective boards/committees
2. With fellow staff members and congregation
3. With the denomination, region and national leaders and ecumenical groups
4. With the pastoral relations committee

#### Accountable for:

1. Worship Services
  - a. Preaching
  - b. Worship Leadership
  - c. Administration of Ordinances
  - d. Officiate at weddings and funerals of church members and others
2. Teaching Role
  - a. Teaching (Bible Study, Membership classes)
  - b. Training Leaders
  - c. Evangelistic, ethical or discipleship concerns and issues
  - d. Premarital counseling of church members and others
3. Pastoral Care
  - a. Counseling of church members and others
  - b. Visitation (Evangelism, homes, hospital, nursing homes)
  - c. Minister to bereaved church members and others
4. Administration
  - a. Responsible for administration of the total church program
  - b. Delegate administration duties to staff and/or volunteer leadership as appropriate

Minister shall:

1. Assist officers, boards and committees with long range and short-term planning
2. Assist with execution of their tasks by consulting, advising, coordinating and evaluating
3. Function as leader of the staff
4. Be accountable for building effective staff relationships
5. Be accountable for delegated ministries performed by staff
6. Enable each staff member to utilize their gifts in the ministry of the church
7. Provide for office administration through staff or volunteers for assignments such as central record keeping of minutes, membership records, etc. for all boards, committees and church business meetings as well as reports of church officers

Denominational and Inter-Denominational Activities:

1. Participate in ABC Ministers Council, pledge to its Code of Ethics and actively pursue those ideals
2. Participate in, cooperate with clusters or associations, regional and national programs, events and activities
3. Cooperate with other local churches in appropriate ecumenical efforts and witness. Be involved in other community agencies and programs
4. Support denominational programming and institutions