

# FIRST BAPTIST CHURCH OF KANKAKEE—

## PASTOR JOB DESCRIPTION

The First Baptist Church of Kankakee Pastor is expected to provide pastoral and preaching leadership for the congregation in accordance with First Baptist Church of Kankakee Constitution

### GOALS FOR THE PASTOR

1. Plan and lead worship service for the congregation of FBC Kankakee.
2. Provide resources and council for church Bible studies and other church groups as needed.
3. Encourage the congregation to be active in church and community ministries.

### PASTORAL COMMITMENT

1. Approximately 10-15 hours/week. Including preaching on Sundays and special holiday services (e.g. Maundy Thursday Evening service, Christmas Eve Service and other special services), sermon preparation, ½ day in office (specific day will vary), and availability for biblical counseling, hospital visitation, and member visitation.
2. Assist in leading worship services, preach the Gospel and administer Ordinances of Baptism and the Lord's Supper. Encourage members to welcome, greet, and pray in worship services.
3. Call on members in times of sickness and sorrow and encourage members to do the same.
4. Encourage visitors to seek out church leaders for questions on membership and church policy.
5. Officiate weddings and funerals for church members and immediate family members and provide counseling as required.
6. Work with the church office assistant in preparing bulletins, newsletters, and other church correspondence.
7. Participate in Church gatherings such as Thanksgiving Dinner, Church Cook-out and other Special Events
8. Be available as a resource person for church groups.
9. The pastor agrees, that if he/she is not available to preach on a given Sunday, he/she will allow \$100 of the monthly stipend to be removed from the Pastor's pay in order to compensate the guest preacher/speaker.

### COMMITTEE MEMBERS' COMMITMENT

The Pulpit Committee and Executive Board members will support and cooperate with the pastor and will agree to:

1. Meet with the pastor on a monthly basis and assist in the development and communication of church ministry goals.

2. Assist the pastor in making hospital or home visits by volunteering to visit or be recruiting others to help with the visits.

#### CONFIDENTIALITY CLAUSE

The Pastor will hold information in confidence as dictated by the Minister's Code of Ethics of the American Baptist Churches USA, and as is directed by conscience and the Executive Board.

#### COMPENSATION

The Pastor base salary will be \$ 1500.00 per month.

#### ADDITIONAL AGREEMENTS

1. This agreement is for a time period of 24 months and may be extended upon the approval of the Pastor and the Executive Committee.
2. This agreement may be terminated with thirty (30) days written notice by either party.
3. This agreement may be reviewed, modified, and renewed upon agreement by the Executive Board and the Pastor.

Agreed to and accepted by:

Pastor \_\_\_\_\_  
First Baptist Church of Kankakee

Beth M. Prophet, Moderator  
First Baptist Church of Kankakee

Date