

**Bandera Methodist Church  
Job Description**

<b>Job Title:</b>	Senior Pastor
<b>Function:</b>	Ministerial and Administrative Services
<b>Reports to:</b>	Staff-Parish Relations Committee Chair
<b>Terms of Employment:</b>	Regular Full Time
<b>Fair Labor Standards Act (FLSA) Classification</b>	Exempt
<b>Compensation:</b>	Salary and Benefits Package based on qualifications, experience, and individual needs.
<b>Date Approved by SPRC:</b>	10/17/2024

***Position Summary***

Senior Pastor who leads an independent Wesleyan Methodist church with a 175-member congregation.

***Principal Function***

The pastor is responsible to the Church for proclaiming the Gospel of Jesus Christ, for using his/her skills in administrative leadership, for engaging in the pastoral care ministries to meet the needs of persons in the church and community, and to act as the chief administrator of the ministerial and vocational staff.

***Key Responsibilities***

1. Develop and deliver engaging, biblically-based weekly sermons during worship services, as well as on special occasions and events, in a Methodist tradition.
2. Plan and lead services, collaborating with the worship team, and ensuring that services are meaningful and spiritually enriching.
3. Provide pastoral care for members of the congregation, including visiting the sick, counseling those in need, and offering support during times of crisis.
4. Maintain a regular schedule of on-campus presence during normal office hours in support of administration, collaboration, and pastoral care responsibilities, including regularly-called staff meetings.
5. Mentor, manage, and support church staff and volunteers, fostering a positive, collaborative work environment with robust leadership development.
6. Work with church leadership, committee members, and staff to establish and execute a vision and strategic plan for the church's growth and leadership development.
7. Coordinate and confer with the Administrative Board and Standing Committees regarding administration and management of church operations.
8. Use digital tools to communicate with staff and congregation, including publication of a church newsletter.
9. Engage and build relationships within the church, encouraging and participating in church-wide functions, nurturing and outreach groups, and youth and children's activities.
10. Provide spiritual leadership and pastoral care to the congregation, fostering a culture of faith, love, and service.
11. Facilitate and encourage spiritual growth and discipleship through the development and implementation of small group ministries, Bible studies, and other educational programs.
12. Engage and build relationships within the local community, participating in outreach and mission activities, and collaborating with other organizations to address community needs.

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13. Facilitate effective and timely resolution of conflicts in accordance with established Bandera Methodist Church procedures.
14. Perform other pastoral duties, including weddings, funerals, baptisms, and dedications, as required, and other related duties within the skills and experience capabilities expected for this position.
15. Participate in designated committees as Chair, member, or *ex officio* member.

### ***Qualifications***

1. Graduate of an accredited seminary or school of theology.
2. Education in Methodist/Wesleyan theological traditions through a formal course of study.
3. Licensed, ordained and in good standing within a recognized Methodist denomination.
4. A deep commitment to the Gospel of Jesus Christ.
5. Adherence to the *Christian Faith and Doctrine of Bandera Methodist Church*.
6. Satisfactory outcome of a background check.

### ***Knowledge, Skills & Abilities***

1. Exceptional communication skills, with the ability to connect with a diverse congregation and adapt to various ministry contexts.
2. Strong leadership skills, with a passion for empowering others and fostering a collaborative, team-oriented environment.
3. A deep understanding of and commitment to the Bible, Christian theology, and the Methodist tradition.
4. Demonstrated ability to manage multiple priorities, organize events, and work effectively under pressure.
5. A heart for pastoral care and the ability to provide compassionate and empathetic support to congregation members in times of need, whether in the office, in a hospital or care center, or at the member's home.
6. Computer literacy skills; ability to use common office computer programs (i.e., Word, Excel, PowerPoint) and online platforms used to provide coordination and communication with staff and congregation. (i.e., Planning Center, website, Facebook)

### ***Work Schedule***

Worship Services: Sunday at 8:30 a.m. (Contemporary) and 11:00 a.m. (Traditional)  
Office Hours: Monday – Friday, 9:00 a.m. – 1:00 p.m.  
Other Hours: As needed to fulfill the duties and responsibilities of the position (i.e., weddings, funerals/memorial services, fundraisers, pastoral care, visiting infirm, or other special events).