

BIBLE BAPTIST CHURCH  
3500 Beaver Dam Rd  
West Bend, WI 53090

## **Job Description**

**Title:** Pastor

**Accountability:** Accountable to the congregation through the deacons of Bible Baptist Church (BBC).

**Summary:** To provide leadership, teaching and vision for BBC in conjunction with the staff and deacons.

**Responsibilities include:**

1. Provide overall vision and direction for the church in conjunction with the deacons that aligns with BBC's constitution and articles of faith (see attached).
2. Equip the saints for the work of ministry through the faithful preaching and teaching of Scriptures as the primary preacher for corporate worship services.
3. Will utilize KJV bible for preaching and teaching.
4. Selects books and/or passages of Scripture for preaching in corporate worship services.
5. Lead and coordinate corporate worship services with office administrator and song leader.
6. Lead, manage, and oversee church staff and ministry leaders as applicable and needed.
7. Lead, manage, and oversee church business meetings.
8. Coordinate official BBC communication to the congregation and the community.
9. As a member of the deacon team, provide pastoral care for the people of BBC. This includes personal discipleship, leadership development, counseling, prayer, and visitation.
10. Officiate baptism and the Lord's Supper. Officiate weddings, funerals for members of BBC.
11. Other tasks as assigned or needed as mutually defined by the Pastor and Deacon Board.
12. Voting member of church body and deacon board.

**Essential Qualifications and Education:**

1. Has experienced genuine conversion to Christ and a call to pastoral ministry.
2. Meets the qualifications in 1 Timothy 3:1-13, 1 Peter 5:1-3 & Titus 1:6-9.
3. Is an example of godliness and demonstrates the fruit of the Spirit in his life and relationships.
4. Student of God's Word and teaches it clearly, applying its truths to himself and to others.
5. Experienced in building and fostering ministry activities throughout the congregation to win souls to the Lord.
6. Fully committed to the church's constitution and articles of faith.
7. Has pastoral experience.
8. Has earned a Bachelor's degree in ministerial studies or equivalent.
9. Is able to manage his time well to experience a balance between personal time and ministry.
10. Promote and lead personal evangelism and world missions.
11. Proactively invests in personal growth and development as applicable to the ministry of BBC.
12. Proactively manages personal time to include time away from the church via holidays, personal days off and vacation time as coordinated, appropriate and approved by the Deacon Board.

**To apply email your cover letter and resume to:** [deacons@biblebaptistwb.com](mailto:deacons@biblebaptistwb.com)