

Lead Pastor Ministry/Job Description

Eastwood Baptist Church

St. Thomas, Ontario

April 2022

The Role of the Lead Pastor

The Lead Pastor is responsible for the overall spiritual leadership and pastoral care of Eastwood Baptist Church in collaboration with the Board of Elders. He is also responsible for shepherding and overseeing all aspects of the operation of the congregation in collaboration with the Board of Elders that are defined by the Board of Elders as infrastructure or administrative in nature.

The Lead Pastor will also provide leadership for staff and volunteers whose ministry in the church is administrative in nature in collaboration with the Board of Elders.

The Lead Pastor is accountable to the Board of Elders for achieving strategic outcomes and for compliance with the Limitations of Authority and Expectations of Responsibility.

The Lead Pastor/Board of Elders Relationship

The Lead Pastor functions with authority from and in collaboration with the Board of Elders to be the primary spiritual leader of the church under Christ. The Board of Elders is the source of authority for the Lead Pastor following the Lead Pastor's acceptance of the call from the Congregation.

Responsibilities of the Lead Pastor

- To be the godly spiritual leader of Eastwood Baptist Church in collaboration with the Board of Elders.
- To lead the processes of planning in collaboration with the Board of Elders.
- To lead the process of resource development in collaboration with the Board of Elders.
- To lead the management of the church in collaboration with the Board of Elders.
- To represent the church to all external bodies including the Fellowship of Evangelical Baptist Churches in Canada, and all other denominational entities as required

Expectations of the Position

- **Godly Spiritual Leader - Specifically, he shall shepherd God's people:**
 - with integrity of heart (Psalm 78:70-72).
 - by caring for them with a heart of love (Exodus 15:13).
 - by making the Lord his Shepherd (Psalm 23:1).

- with the “mind of Christ” – brokenness and humility (Phil. 2:1-2).
 - by protecting them from danger (Acts 20:29).
 - by ensuring they are spiritually fed and nourished (John 21:15-17).
 - by leading God’s people in a biblical direction so that the church fulfills God’s mandate and mission (Hebrews 13:7).
 - by being a man with a heart for God.
 - by being a man of prayer.
- **Lead the Processes of Planning - Specifically, he shall:**
 - provide the Board of Elders with the information it needs for its responsibilities, including strategic planning, monitoring performance and measuring strategic results.
 - prepare staff operational plans and financial plans in compliance with the Eastwood Baptist Church overall strategic plan in collaboration with the Board of Elders.
 - mentor, teach, and lead the Board of Elders in their biblical mandate, governance, and constitutional responsibilities.
 - articulate the vision, objectives, goals and progress towards the ultimate purpose of Eastwood Baptist Church and its fulfillment in collaboration with the Board of Elders.
- **Resource Development - Specifically he shall:**
 - develop and manage the human and financial resources needed to achieve the strategic goals of the church in collaboration with the Board of Elders.
 - lead and delegate the development of the annual budget with the assistance of Staff, Ministry Team Leaders, Treasurer, and the Board of Elders before presentation to the Board of Elders and the congregation.
 - evaluate the performance of Staff on an annual basis, in accordance with the negotiated goals and standards policies.
 - motivate, train, counsel, and give overall direction to the Ministry Staff regarding the practice of ministry, the pursuit of the vision, and the achievement of the objectives and goals as set out in the church’s strategic plan.
 - take counsel as necessary from the Board of Elders, hire and terminate Staff in collaboration with the Board of Elders as well as negotiate their Ministry/Job Descriptions.
 - make recommendations to the Board of Elders with respect to staff salaries (excluding himself) in accordance with the position and budget provisions of the church and counsel of the Treasurer, and the Board of Elders.
 - assess the education and training needs of Staff and make appropriate recommendations to grow and develop in their areas of ministry.

- **Management of the Church – Specifically he shall:**
 - lead the process of managing the church in collaboration with the Board of Elders, including strategic planning, and achieving strategic objectives and goals.
 - develop a Staff Operational Plan to assist the Staff in achieving the church’s strategic plan. He shall be responsible for the inspired leadership, direction, and ministry of the church in collaboration with the Board of Elders, which includes leading in a multi-staff environment.
 - approve Ministry Teams and Administrative Committees as needed in collaboration with the Board of Elders.
 - monitor Vision, Mission, and Values in collaboration with the Board of Elders, ensuring that there are regular and ongoing reports of progress toward strategic goals.
 - oversee all church projects in collaboration with the Board of Elders.
 - sign and adhere to the Children’s & Youth Ministries Protection Policy and submit to the required Police Check Report.

- **Spiritual Ministries of the Church – Specifically he shall:**
 - be gifted by the Holy Spirit in preaching and teaching of the Word of God, preaching in turn the majority of sermons encompassing the whole counsel of God through balanced and biblically based messages with relevant application to contemporary life under the life-transforming power of the Holy Spirit.
 - provide the leadership for the church’s strategic evangelism plan through community outreach and global missions ministries in collaboration with the Board of Elders.
 - oversee development and encouragement of the prayer life of the church in collaboration with the Board of Elders.
 - ensure that regular church services are properly planned and conducted.
 - approve the content of and the order of church services and church publications.
 - conduct regular communion and baptismal services.
 - provide pastoral support to families through parent/child dedications, funerals, weddings, and pre-marital preparation with couples being married.
 - treat people with the values of affirmation, involvement, servant leadership, and oversee meeting the needs of people in the congregation.
 - attend all meetings of the Board of Elders.
 - abide by the EBC Constitution and By-Laws, implement Board resolutions, strategic and tactical plans, and governance and management processes.
 - prepare regular reports of progress towards strategic goals and compliance with limitations and expectations of the Board of Elders.

Accountabilities

- Accountability in this relationship is mutual. The Board of Elders is accountable to the Lead Pastor for performance with respect to the negotiated expectations and for the compliance with the limitations of authority. The components of this working relationship shall be reviewed at pre-determined intervals at the initiation of the Board of Elders and shall include a:
 - review of the authorization and resources provided to the Lead Pastor.
 - review of the Lead Pastor's performance towards expectations of the strategic responsibilities of the relationship and the Lead Pastor's progress towards his personal tactical goals.