

# LEAD PASTOR - Kingwood Bible Church– Job Description



## **Basic Accountability**

The Lead Pastor shall believe in and preach the Gospel (1 Cor. 15:3-4), shall meet the qualifications of an Elder (1 Tim. 3:1-7; Titus 1:5-9; 1 Peter 5:1-4) and shall have the gift of Pastor/Teacher.

He must be a member of the church and agree to be governed by the Kingwood Bible Church Constitution and fully believe and comply with the Doctrinal Statement contained in it. (See Article II).

## **Experience and Education**

- a. Must be born again and endeavoring to lead a dedicated, Christian life.
- b. Must be mature in the faith and growing in his personal walk with Christ.
- c. If married, his wife must be fully in agreement with his desire to serve the Lord.
- d. Shall be committed to a lifetime of continuing education and training.
- e. Shall be a graduate of a seminary with at least a post graduate degree.
- f. Has demonstrated a minimum of 5 years of experience as a pastor or associate pastor.

## **Nature and Scope**

The Lead Pastor has three overarching duties: Pastoring, Vision casting, and Oversight.

### ***Pastoring Involves:***

#### **Caring**

Acts 20:28-29, 1 Peter 5:1-3. Pastoral care is entrusted to the Elders. The Lead Pastor shall care in this way:

- Administer the ordinances of Communion and baptisms.
- Encourage members to exercise their gifts.
- Counsel, correct, and confront.
- Perform weddings, funerals, infant/child dedications and counseling as able.
- Lead in the laying on of hands for those who are sick and call for the Elders.
- Structure the church to decentralize pastoral care so that the needs of the flock will be met.

#### **Protecting**

Acts 20:28, 2 Timothy 2:24, 1 Thess. 5:14. Elders are to protect the sheep from wolves who would wound with false doctrine, immoral lifestyles, and harmful attitudes. The Lead Pastor as part of the Elder Board shall protect in this way:

- Admonish unruly people.
- Rebuke divisive people.
- Correct false teaching.

#### **Teaching**

2 Timothy 2:2. Paul wrote that Timothy should find faithful men who would multiply his teaching ministry. The Lead Pastor shall teach in this way:

- Exercise his gifts, and have a passion for preaching and teaching from the pulpit 75% of all Sundays, as primary spiritual leader of the church.
- Be devoted to expository teaching, in order that God's word might be read, explained, and applied.
- Train disciples in small groups, focusing on "Honoring God by making disciples who make a difference."
- Speak in outside conferences and retreats with Elder Board approval.
- Teach others to teach and preach.
- Train Elders, deacons and teachers, in the performance of their duties.
- Teach members to tithe. Malachi 3:10

### ***Vision Casting Involves:***

#### **Leading**

Hebrews 13:7, 17, 24, [Hegeomai], *to lead*. The description of leadership responsibility, particularly the mention of *watching over souls* in Hebrews 13:17 (NASB) leaves little doubt this refers to Elders. Elders are to provide leadership, vision, and direction for the church. The Lead Pastor is to be proactive, rather than reactive. He shall lead and perform the following in a manner that encourages the flock:

- Effectively Communicate:
  - The church's purpose and values, in carrying out the church's vision.
  - Direction for future church plans to reach souls for the Lord.
- Call the church to prayer, and be an example of a praying leader.
- A model of a disciple maker.
- An example of an evangelist, who invites others to accept Jesus Christ as their savior.
- Model the ministry of benevolence.
- Be an ambassador to the local community through involvement in civic and ministerial organizations.
- Challenge the members to serve in one or more ministries.

### ***Oversight Involves:***

#### **Leading**

1 Timothy 5:17, [Proistemi], *the elders who rule well*. In 1 Thess. 5:12 (NASB) the same word is translated *have charge over*. Elders are given authority in order to manage church affairs. The Lead Pastor directs in this way:

- Helping establish priorities.
- Serving as a voting member of the Elder Board.
- Assist with the planning of the agenda of the Elder Board meetings at the request of the Elder Board Chairman.
- Depending on his gifting:
  - Overseeing those who direct the operation of the Sunday services.
  - Overseeing those who direct the Small Groups Ministry.
  - Having authority over the pastoral staff and other employees.

#### **Laboring**

2 Thess. 5:12, *respect those who work hard*. The Lead Pastor is expected to give his best in this way:

- Being a student of the Word.
- Being a self-starter.
- Managing his time well.
- Seeking to solve problems.
- Committing himself to a lifetime of continuing education and training.
- Having an active, fervent prayer life.
- Being an example of the great commission.

### **Standards for Performance**

Formal performance reviews will be conducted by representatives of the Elder Board, quarterly for the first year, and annually thereafter. Performance evaluations will include:

- Performance against the qualifications of Elder.
- Effective communication.
- Leadership.
- Staff relations and development.
- Job knowledge.
- Productivity.
- Quality of work.
- Working with others, including coordinate alignment of sermons with worship service (e.g. music, readings, prayer).
- Initiative.
- Cost awareness.
- Flexibility.
- Planning/controlling.
- Decision making and execution.
- Delegating work.
- Display management of personal life, including finances.
- Attend weekly staff meetings for prayer and planning.

The Lead Pastor is expected to display the standards of faithfulness, excellence, punctuality, maturity of attitude, along with the fruit of the Holy Spirit.

Please submit resume to: [kbcpsc2017@gmail.com](mailto:kbcpsc2017@gmail.com)

Church website: [kingwoodbiblechurch.com](http://kingwoodbiblechurch.com)