**Job Description: Senior Pastor**

**Job title:** Senior Pastor

**Reports to:**  Official Board (Old Town Wesley Church) **Date:** 6/19/2023

**FLSA\*/Salary Classification:** Exempt

(\*Fair Labor Standards Act)

**Position Overview:** The pastor of Old Town Wesley Church shall serve as the spiritual leader and shepherd of a small Methodist congregation in a suburb of Jackson, MS. The position requires deep commitment to the teachings and principles of John Wesley and the Methodist Faith. The pastor shall have a passion for ministry and be committed to the enduring authority and inspiration of the Scripture and ability to provide pastoral care, preaching, teaching and leadership. The pastor will assume the role as chief administrator of the ministerial and vocational staff.

**Responsibilities:**

* Regarding behavioral expectation, The standard expected is for a church pastor to embody the Biblical qualities of a leader (i.e. monogamous, temperate, sensible, respectable, hospitable, an apt teacher, not a drunkard, not violent but gentle, not quarrelsome, and not a lover of money. (1 Timothy 3:1-7))
* Collaborate with church boards, leadership and committees to establish and execute the church’s vision, mission and strategic plans.
* Act as both a servant-leader and facilitator to empower, entrust and hold accountable congregation members.
* Uphold the Old Town Wesley Church Constitution and Articles of Faith as a true Servant Leader by supporting the members and council representatives all in the efforts of our church to lead our community in making disciples of Christ.
* Provide administrative leadership for the total church program.
* Maintain a regular program of study to enable himself/herself to plan and conduct meaningful worship services.
* Maintain the confidentiality of the pastoral office except where the law requires disclosure.
* Prepare for and conduct worship services; lead in the observance of the ordinances; and, lead the church in proclaiming the gospel to the church and community.
* Prepare and deliver engaging and biblically grounded sermons that connect with the congregation’s understanding of Methodist theology, scripture and spiritual practices.
* Shepard the fiduciary blessings of the church and provide guidance to the congregation to make most efficient use of church resources.
* Equip and empower laity to share their gifts and encourage greater participation in the missions and needs of the church.
* Visit members and prospects and lead the membership in a visitation program.
* Oversee the day-to-day operations of the church, including managing the staff, budgeting and ensuring compliance and oversight.
* Perform wedding ceremonies and conduct funeral services.
* Work with church officers and committees in performing assigned responsibilities. Be available for and lead in training as needed.
* Serve as a representative of the church in civic matters.
* Serve as the leader in seeking to win the unsaved; lead the membership in soul-winning training and witness to our community.
* Ensure that the needs of the church remain paramount. Any other activities, organizations or other employment which could interfere in any way with the performance of the duties required of the church should be disclosed to the board for approval.

**Physical Requirements:**

* This is a high stress full time position with unlimited hour requirements.
* Handles detailed, complex concepts and problems, balances multiple tasks simultaneously, and makes important decisions regarding administrative issues.
* Establishes strong and appropriate relationships with all staff, church members and the community. Develops smooth and constructive relationships throughout the Church.
* Conveys a professional and positive image and attitude regarding the Lord and the Church
* Regularly required to communicate using a computer and telephone.

**Work Environment:**

* There is regular interaction with other employees and guests. The noise level in the office work environment is usually low. Local travel will be required approx. 2 days per week for pastoral visitation purposes.

**Qualifications:**

* Ordained or seeking ordination as a Minister in the Methodist tradition, with strong commitment to the enduring authority of the Scripture and Wesleyan theology.
* Strong preaching and teaching skills, grounded in biblical exegesis and the ability to communicate the Gospel message effectively to a wide range of audiences.
* Relevant theological education from an accredited seminary or divinity school
* Proven pastoral experience, with the ability to connect with people from diverse backgrounds.
* Excellent interpersonal and relational skills with the ability to build meaningful connections within the congregation and the wider community.
* Strong leadership and organizational abilities, with experience in leading and managing a team.
* Proficient in administrative and technological tools necessary for effective ministry.

**To apply, please submit your resume, cover letter, statement of faith and references to** [jennshart@gmail.com](mailto:jennshart@gmail.com)**. Applications will be reviewed on a rolling basis until the position is filled.**