

## **PASTOR**

### **Pullen Memorial Baptist Church**

**Function:** To act as the spiritual guide of the congregation by performing such duties of the office as preaching, teaching, counseling and visitation to honor the traditions that have developed over the years at Pullen, and to initiate new traditions that capture the theology of Pullen and the spirit of the members.

To act as administrative head of the church having general supervision of all employees of the church, including recommending to the Personnel Committee persons for employment in non-elected staff positions of the church.

#### **Duties and Responsibilities:**

In collaboration with staff and lay leaders, to design and conduct the Sunday morning worship service and services for other special occasions.

With the assistance of staff and lay leaders, to provide timely, compassionate and professional pastoral care and counseling to the congregation and their family members.

To plan, organize, develop and coordinate young adult ministry programs and activities.

To represent Pullen's community concerns to the Triangle area, to build inter-religious relationships outside the church and to support and become appropriately involved in the work of the organizations with which Pullen is affiliated.

To serve as the "team leader" for staff and laity, ensuring a coordinated program plan designed to serve all components of the congregation.

To provide overall staff supervision, including the development of annual work plans and performance reviews.

To perform other duties as voted by the congregation.

**Relationships:** Pastor directly supervises the Associate Pastor, Minister of Music, Minister of Missions and Adult Education, Church Administrator, and any other staff positions as determined by the Pastor and the Personnel Committee. Pastor works cooperatively with all Councils and Committees. Pastor is a member, without vote, of all councils and committees of the church with the exception of the Personnel Committee. Pastor shall attend Personnel Committee meetings at the request of the committee chair. Chair of Personnel Committee conducts annual performance review of Pastor. Pastor shall designate those staff members who serve on councils and committees and may designate staff to serve as liaisons to coordinators.

**Qualifications:** Graduation from a seminary or divinity school accredited by the American Association of Theological Schools. Experience in an urban church with a paid, professional ministerial staff. Baptist tradition and denominational framework required.

**Selection:** The search committee for the pastor shall be composed of seven to ten members, at least one of whom shall be a member of the Personnel committee.

January 2016	(revised)
November 17, 2020	(reformatted; combined language to Function & Relationships, and added Selection from Bylaws amended 3/17/19)
December 20, 2020	(edits to Function)
March 30, 2022	(incorporating responsibility for young adults, transferred from Associate Pastor)