



SENIOR PASTOR JOB DESCRIPTION

United Baptist Church, located in Chicago, IL, is seeking a full-time Senior Pastor to lead a Christian body of believers focused on claiming our Community for Christ, Serving God through Serving Humanity, as commissioned by Jesus Christ, **Matthew 28:16-20**. Under the direction of the Holy Spirit, the Senior Pastor of United Baptist Church will lead this mandate and be responsible to God and the church for:

- Proclaiming the Gospel of Jesus Christ
- Using skills in administrative leadership to provide vision and direction for ministry and community outreach
- Engage in pastoral care ministries to meet the needs of persons in the church and in the community
- Serve as the chief administrator of the ministerial and vocational staff, shepherd of our flock and visionary for God's plan for our congregation and the community we serve.

SUMMARY OF QUALIFICATIONS:

- Devout personal faith as a baptized believer in Jesus Christ as personal Lord and Savior
- Gifted by the Holy Spirit, with emphasis in the gift of leadership, stewardship, discernment and administration
- A godly call to the pastorate to be "set apart" as God's servant in ministry
- Demonstration of sound spiritual and moral character and lifestyle that complies with biblical qualifications as defined in **1 Timothy 3:1-7**
- Must be a licensed Baptist Minister, in accordance with the Baptist Church with at least 5 years in a Ministerial capacity (e.g. Associate Pastor, Assistant Pastor, Youth Pastor, etc.) at a Christian Church or Fellowship
- Minimum of 2 years in seminary training. College graduate preferred
- A clear understanding of the Baptist Church Doctrine
- Embrace the current vision/mandate and foundational precepts of United Church's covenant; ultimately through prayer, study and shepherding the congregation to provide continued clear vision for the church's future mandate, themes, objectives, etc.

- Must reside in the Chicago metropolitan area or be willing to relocate prior to installation

DEMONSTRATION OF EXCELLENT COMMUNICATION SKILLS TO INCLUDE:

- Biblical knowledge and belief in prayer
- Ability to effectively communicate God's Word with textual scripture via preaching, teaching, counseling and admonition
- Gifted teacher who enables persons to learn and understand spiritual truths
- Effective communicator of well-prepared sermons
- Demonstrated ability to mediate prayerfully and lovingly to resolve conflict
- Ability to work with and spiritually lead Deacons, Trustees and all Ministries of the Church
- Demonstrated ability to develop relationships within the congregation that promote compassion, love and stewardship, as well as appropriate collaboration with other Christian churches, the community and other faith-based organizations, as determined
- Ability to effectively engage with all members of all ages, regardless of where they are in their spiritual journey
- Ability and willingness to grow the church body with a focus on youth engagement

PASTORAL RESPONSIBILITIES:

Preaching and Teaching: The Senior Pastor will be the primary preacher/teacher for worship services. Senior Pastor provide leadership in planning and executing Sunday School and Christian Education ministries, as well as oversight of the qualifications of associate ministers and other preachers and teachers who present to the church body in worship services, bible classes, seminars, workshops, etc.

Strategic Leadership and Planning: The Senior Pastor is responsible for strategic planning and staff coordination in the execution of the church's vision, mission and Christian mandate. The Senior Pastor will define strategic goals and vision as a key leader among staff and elders and will implement this plan by:

- Coordinating/leading regular leadership council meetings and other activities, in order to clarify and execute goals and objectives by:

- Monitoring the spiritual pulse of the congregation through review and accountability of leaders
- Ensuring staffing, facilities and programs are effectively aligned to meet the Church's mission, vision and mandate

Staff Supervision and Development: The Senior Pastor serves as Director and Head Visionary to ordained and lay staff, and leads, evaluates and mentors existing staff in their respective areas of ministry by:

- Providing supervisory oversight of staff training and development
- Providing leadership to the pastoral staff in the design and implementation of all church ministries
- Maintaining efficient and effective lines of communication between staff, leaders and the congregation at large

Administration: The Senior Pastor oversees and executes the administration of the church through appropriate staff and lay leadership teams and ensures the completion of ministry, business, facility and logistical support functions through staff and lay volunteers. These duties include:

- Oversee the pastoral care needs of the congregation and, as necessary, lead but share with other ordained and lay ministers in hospital visitation, home visits, counseling, marriages and funerals
- Supervise the Church Administrator/Executive Assistant and provide direction, as needed, for the effective functioning of the front office support functions
- Oversee development of and adherence to church policies and procedures
- Provide the vision for the church and work closely with Worship Leaders, Music Ministry Leaders, Evangelism Leaders, Mission Leaders, and Counsel and Wellness Leaders specifically to meet the daily needs of the congregation and membership
- Actively participate in and provide a spiritual vision to increase attendance in Sunday School, Bible Study, Prayer Meeting, Evangelism and Community Outreach

Additional Principal Pastoral Duties:

- Officiate weddings, funerals, baptisms and baby dedications
- Administer the Ordinance of the Lord's Supper
- Conduct quarterly business meetings
- Meet regularly with Deacons and Trustees, as appropriate

HOW TO APPLY?

Candidates interested in United Baptist Church Senior Pastor role must submit a candidate profile package via the **Pastoral Search Portal** at www.unitedchi.org

**No Phone Calls Will Be Accepted*

CANDIDATE PROFILE SUBMISSION REQUIREMENTS:

- Cover Letter
- Resume
- Copy of Licenses, degrees and/or ordinations certificates of completion
- Recent Full Color Headshot
- Optional – Preaching Sample – either via YouTube link and/or video file
- Official Transcripts, upon request
- Written letters of recommendations, upon request (3 total – 2 professional, 1 personal, no relatives).

**Incomplete Submissions Will Not Be Considered*

Please note: Additional information may be requested. Final candidates must consent to the following: criminal background check, credit and financial history review and reference check – to be reviewed by the Pastoral Search Committee, the Deacon Board and Trustee Board only. All candidate submissions are confidential.

ONLY ONE SUBMISSION PER CANDIDATE WILL BE ACCEPTED