

Immanuel Baptist Church Senior Pastor Job Description

Reports To: Deacons

Directly Supervises: Vocational and Administrative Staff

Position Status: Full-Time, Salaried

FLSA Status: Exempt

Job Summary

The senior pastor of Immanuel Baptist Church is responsible for proclaiming the gospel of Jesus Christ, nurturing the congregation's Christian education, engaging in pastoral care ministries, and providing administrative and visionary leadership in all areas of church life.

Essential Functions:

- Lead the worship ministry of the church through collaboration with the minister of music and other pastoral staff, preaching and teaching the word of God.
- Select, plan, and lead special studies and programs to foster the congregation's continued Christian education
- Guide the church to follow God's calling, through visionary leadership and supportive and encouraging consultation to deacons and church council
- Provide loving, supportive relations with the congregation and individual members
- Lead the church to grow in its ministries of fellowship, worship, outreach, and education
- Provide leadership to church staff, encouraging and strengthening their ministries and the performance of their responsibilities
- Oversee church-wide and community communications efforts

Other Responsibilities:

- Participate in and facilitate deacon, church council, and church staff meetings
- Perform pastoral care duties, such as visitation and crisis care
- Lead church stewardship efforts
- Represent the church and provide consultative leadership at conventions, conferences, denominational meetings, and in the local community
- Officiate at funerals and weddings for members of the church

Minimum Qualifications:

- Master of Divinity and at least 5 years of church ministry experience
- Demonstrated leadership and preaching skills
- Must be able to pass a background check
- 21 years of age or older

Physical Requirements:

- Able to move freely around church building and stand for prolonged periods
- Able to speak in a public forum

Senior Job Description (Page 2)

Core Competencies

- **Mission Ownership:** Demonstrates understanding and full support of the mission, vision, values, and beliefs of Immanuel Baptist Church. Can teach those values to others. Leads his/her leadership team to identify a unique mission and vision, which is in line with the mission and vision of Immanuel Baptist Church.
- **Preaching:** Is a consistently effective preacher. Able to inspire from the pulpit. Communicates a clear, consistent, and relevant message through sermons that are carefully prepared and artfully delivered. Projects the identity and character of the congregation through a pulpit presence.
- **Vision and Purpose Management:** Establishes a clear, achievable, and compelling vision and core purpose. Articulates possibilities. Is optimistic. Creates mileposts and symbols to rally support behind the vision. Makes the vision shareable by everyone.
- **Social Witness:** Demonstrates a personal conviction to truth and justice. Leads the congregation in its articulation of a social witness. Advocates on behalf of the marginalized and the disenfranchised. Encourages and exhorts others to do the same. Encourages the development of congregational programs and ministries that allow the congregation to live out its social witness.
- **Interpersonal Skills:** Demonstrates the ability to lead others. Provides excellent written and verbal communication. Exhibits the skills of active listening and openly accepts constructive feedback. Productively engages and resolves interpersonal conflict. Holds others accountable in a spirit of love. Engages people positively, with a demeanor of optimism and abundance.
- **Pastoral Care:** Exhibits the ministry of presence. Creates a spirit of openness that invites those who are spiritually or emotionally troubled to confide in her/him. Demonstrates appropriate pastoral care boundaries, recognizing his or her own limitations as a care provider; respects confidences; appropriately refers congregants along to other professional care providers as warranted.
- **Conflict Management:** Understands the dynamics of human negotiation among conflicting interest groups and how to achieve mutual agreement. Embraces constructive conflict as a means to promote growth. Can find common ground and get cooperative with minimal anxiety.
- **Motivating Others:** Creates a climate in which people want to do their best. Can motivate employees, volunteers, and members. Invites shared input and decision making. Makes each individual feel that his/her work is important.

**Immanuel Baptist Church
Minister of Music Job Description**

Reports To: Senior Pastor and Personnel Committee

Directly Supervises: Church Musicians

Position Status: Part-Time, Salaried

FLSA Status: Exempt

Job Summary

The minister of music will provide dynamic leadership and oversight to Immanuel Baptist Church's music and worship ministries.

Essential Functions:

- Coordinate the planning for worship services in consultation with the senior pastor and other staff members, including bulletin production
- Select, plan, and lead music for worship services appropriate with church year, sermon scripture, and other special themes
- Assist in coordination of age-graded music program for children and youth
- Prepare and maintain annual budget for the music ministry
- Supervise the maintenance of the church's musical instruments, sound system, and multimedia system
- Maintain and organize music library
- Nurture and cultivate healthy communication with choir members

Other Responsibilities:

- Participate in deacon, church council, and church staff meetings
- Perform pastoral care duties, such as visitation and crisis care
- Network in the community and with other churches to develop and share a mutual resource base

Minimum Qualifications:

- Bachelor's Degree in Music or equivalent experience
- Demonstrated leadership and choral conducting skills
- Must be able to pass a background check
- 21 years of age or older

Physical Requirements:

- Able to move freely around church building and stand for prolonged periods
- Able to speak in a public forum

Minister of Music Job Description (Page 2)

Core Competencies

- **Mission Ownership:** Demonstrates understanding and full support of the mission, vision, values, and beliefs of Immanuel Baptist Church. Can teach those values to others. Leads his/her leadership team to identify a unique mission and vision, which is in line with the mission and vision of Immanuel Baptist Church.
- **Spiritual Maturity:** Has personal faith in God through Christ and seeks to nurture their faith. Models and develops humility, teachability, accountability, and servant leadership.
- **Worship Leadership:** Designs and facilitates relevant and inspiring worship. Combines elements of theology, music, and art to promote experiences of the sacred. Crafts worship flow that reinforces a theme or purpose. Ensures that varied types of music are used to satisfy the diversity of musical tastes and spiritual needs of the congregation. Discovers and develops the vocal and instrumental musical gifts and talents within the congregation and utilizes them as much as possible.
- **Interpersonal Skills:** Demonstrates the ability to lead others. Provides excellent written and verbal communication. Exhibits the skills of active listening and openly accepts constructive feedback. Productively engages and resolves interpersonal conflict. Holds others accountable in a spirit of love. Engages people positively, with a demeanor of optimism and abundance.
- **Pastoral Care:** Exhibits the ministry of presence. Creates a spirit of openness that invites those who are spiritually or emotionally troubled to confide in her/him. Demonstrates appropriate pastoral care boundaries, recognizing his or her own limitations as a care provider; respects confidences; appropriately refers congregants along to other professional care providers as warranted.
- **Communication Skills:** Demonstrates strong written and verbal communication skills. Regularly promotes music ministries in the monthly Connections newsletter, through social media, and in media throughout the wider community. Maintains the music and worship pages on the website.
- **Resource Management:** Inventories, organizes, and purchases supplies as needed to supply programs. Arranges and maintains the appearance of the music areas.
- **Hiring and Staffing:** Manages the hiring and staffing of church musicians. Identifies new talent. Clearly defines the essential functions and core competencies of a role before hiring. Does not discriminate in hiring practices. Seeks to strengthen the team through the addition of diversity.

Immanuel Baptist Church
Director of Children and Youth Ministries Job Description

Reports To: Senior Pastor and Personnel Committee

Directly Supervises: Nursery Staff

Position Status: Part-Time, Salaried

FLSA Status: Exempt

Job Summary

The director of children and youth ministry will provide dynamic leadership and oversight to Immanuel Baptist Church's ministries with children and youth from birth through high school.

Essential Functions:

- Creatively develop and maintain educational faith-building activities and programs for children and youth (including weekly, monthly, and annual)
- Design and promote Christian fellowship events, including holiday and religious events and robust summer programming
- Encourage and plan children and youth participation in worship
- Coordinate and facilitate the church's participation in city-wide events
- Develop and sustain positive and supportive relationships with local schools
- Maintain a database of children and youth within the church and prospects
- Work with the Sunday School Director to recruit, train, and support volunteers as teachers and assistants in educational ministries
- Manage calendar for children and youth programs and volunteer schedules
- Ensure safety procedures are in place for all volunteers and activities
- Prepare annual budget for children and youth ministry

Other Responsibilities:

- Participate in deacon, church council, and church staff meetings
- Engage in regular worship leadership
- Network in the community and with other churches to develop and share a mutual resource base

Minimum Qualifications:

- Bachelor's Degree in Education or equivalent experience
- Must be able to pass a background check.
- 21 years of age or older.

Physical Requirements:

- Able to move freely in and out of different settings
- Able to speak in a public forum

Director of Children and Youth Ministries Job Description (Page 2)

Core Competencies

- **Mission Ownership:** Demonstrates understanding and full support of the mission, vision, values, and beliefs of Immanuel Baptist Church. Can teach those values to others. Leads his/her leadership team to identify a unique mission and vision, which is in line with the mission and vision of Immanuel Baptist Church.
- **Spiritual Maturity:** Has personal faith in God through Christ and seeks to nurture their faith. Models and develops humility, teachability, accountability, and servant leadership.
- **Interpersonal Skills:** Demonstrates the ability to lead others. Provides excellent written and verbal communication. Exhibits the skills of active listening and openly accepts constructive feedback. Productively engages and resolves interpersonal conflict. Holds others accountable in a spirit of love. Engages people positively, with a demeanor of optimism and abundance.
- **Process Management:** Good at figuring out the processes necessary to get things done. Knows how to organize people and activities. Understand how to separate and combine tasks into efficient workflow. Can work independently without excessive prompting from supervisors or volunteers.
- **Team Building Skills:** Guides volunteers in the process of sharing best practices, identifying, and solving common problems. Works with volunteers and families routinely to assess the health of programs and processes. Creates and communicates vision, direction, and goals for the ministry. Expresses gratitude regularly so volunteers recognize their value to the IBC community.
- **Communication Skills:** Demonstrates strong written and verbal communication skills. Regularly promotes children and youth ministries in the monthly Connections newsletter, through social media, and in media throughout the wider community. Maintains the children and youth pages on the website, as well as a newsletter for families with children and youth.
- **Resource Management:** Inventories, organizes, and purchases supplies as needed to supply programs. Arranges and maintains the appearance of the children/youth areas to create a welcoming and fresh environment, appropriate to the educational needs in each space. Ensures teachers and volunteers have needed supplies for classes and activities.
- **Relationship Development:** Nurtures relationships of trust and familiarity with the children and families of the church and community by periodically attending events they are participating in outside the church. Exhibits a clear sense of ethical limits, confidentiality, and age-appropriate youth behaviors.

Immanuel Baptist Church
Infant Resource Center Director Job Description

Reports To: Senior Pastor and Missions Committee

Position Status: Part-Time, Salaried

FLSA Status: Exempt

Job Summary

The Infant Resource Center (IRC) Director oversees the daily operations of the IRC, faithfully serving the families of Franklin County to meet their infant's needs.

Essential Functions:

- Provide a non-judgmental presence to struggling families who reach out to the church for support
- Facilitate preparation and dissemination of resources for infants and their families
- Communicate about and market the IRC to the Franklin County community
- Maintain records related to families served and needs met
- Provide the church with regular updates regarding support the IRC has offered and needs the church can help meet
- Lead volunteers in IRC activities, as needed

Other Responsibilities:

- Participate in church staff meetings
- Network with other community leaders and non-profits for resource sharing and additional support

Minimum Qualifications:

- Experience with project management and organization
- Ability to communicate with people of all walks of life
- Must be able to pass a background check

Physical Requirements:

- Ability to move freely throughout building as needed
- Ability to transport infant items (such as pack n plays and car seats) across the building

IRC Director Job Description (Page 2)

Core Competencies

- **Mission Ownership:** Demonstrates understanding and support of the mission, vision, values, and beliefs of Immanuel Baptist Church. Can demonstrate those values to others. Consistently behaves in a manner congruent with the mission, vision, values, and beliefs.
- **Compassion and Care:** Exudes a natural sense of care for the well-being of others. Responds with empathy to the life circumstances of others. Communicates a sense of support in his or her very presence. Demonstrates appropriate and bounded expressions of care.
- **Interpersonal Skills:** Establishes good working relationships with all others who are relevant to the completion of work. Works well with people at all levels of the congregation and community. Builds appropriate rapport. Considers the impact of his/her actions on others. Uses diplomacy and tact. Is approachable.
- **Initiative:** Enjoys working hard. Is action oriented and energetic about worthwhile activities. Uses time effectively and efficiently.
- **Organizational Knowledge:** Knowledgeable about how congregational communication, decision making, and leadership works. Knows how to get things done through formal and informal decision-making channels. Anticipates organizational barriers and plans his/her approach accordingly.
- **Team Orientation:** Demonstrates interest, skill, and success in team environments. Promotes group goals ahead of personal agendas. Steps up to offer self as resource to other members of the team. Understands and supports the importance of teamwork.
- **Verbal and Written Communication:** Is able to deliver a message clearly, articulately, and with appropriate emotion in a variety of settings. Adjusts the message, without losing the essence of the message, depending upon the circumstances and the listener. Employs correct grammar, punctuation, and patterns of speech. Clearly delivers message in a tone appropriate to the context.

**Immanuel Baptist Church
Office Administrator Job Description**

Reports To: Senior Pastor

Position Status: Part-Time, Hourly

FLSA Status: Non-Exempt

Job Summary

The office administrator ensures an organized, efficient, and effective operation of the church's daily functioning, and as such serves as the first contact with our community and ongoing support of all staff and congregation.

Essential Functions:

- Provide a welcoming presence to office visitors and phone callers
- Facilitate preparation and dissemination of print and online newsletters, including the prayer list
- Prepare and coordinate editing and printing of weekly bulletin
- Maintain Sunday School and other church records
- Schedule the use of church facilities and equipment, including management of keys/fobs and security system
- Maintain church calendar
- Support clerical and other needs of ministry staff
- Assist in management of church website and other communications platforms
- Provide oversight of church supplies, including maintenance and ordering

Other Responsibilities:

- Participate in church staff meetings
- Support the Resource Office for Social Management by taking applications two days a week

Minimum Qualifications:

- High school diploma or equivalent
- Proficiency in Microsoft Office programs and ability to learn other technological platforms, such as Adobe and Wordpress
- Must be able to pass a background check

Physical Requirements:

- Ability to move freely throughout building as needed
- Ability to operate various office machines and tools

Office Administrator Job Description (Page 2)

Core Competencies

- **Mission Ownership:** Demonstrates understanding and full support of the mission, vision, values, and beliefs of Immanuel Baptist Church. Can demonstrate those values to others. Consistently behaves in a manner congruent with the mission, vision, values, and beliefs.
- **Compassion and Care:** Exudes a natural sense of care for the well-being of others. Responds with empathy to the life circumstances of others. Communicates a sense of support in his or her very presence. Demonstrates appropriate and boundaried expressions of care.
- **Interpersonal Skills:** Establishes good working relationships with all others who are relevant to the completion of work. Works well with people at all levels of the congregation and community. Builds appropriate rapport. Considers the impact of his/her actions on others. Uses diplomacy and tact. Is approachable.
- **Technical Expertise:** Acquires and demonstrates the technical skills required to proficiently execute the essential functions of the job. Understands which skills are lacking and seeks to develop those skills. Continually works toward the mastery of technical proficiency.
- **Initiative:** Enjoys working hard. Is action oriented and energetic about worthwhile activities. Uses time effectively and efficiently.
- **Organizational Knowledge:** Knowledgeable about how congregational communication, decision making, and leadership works. Knows how to get things done through formal and informal decision-making channels. Anticipates organizational barriers and plans his/her approach accordingly.
- **Team Orientation:** Demonstrates interest, skill, and success in team environments. Promotes group goals ahead of personal agendas. Steps up to offer self as resource to other members of the team. Understands and supports the importance of teamwork.
- **Verbal and Written Communication:** Is able to deliver a message clearly, articulately, and with appropriate emotion in a variety of settings. Adjusts the message, without losing the essence of the message, depending upon the circumstances and the listener. Employs correct grammar, punctuation, and patterns of speech. Clearly delivers message in a tone appropriate to the context.

Immanuel Baptist Church
Financial Administrator Job Description

Reports To: Senior Pastor

Position Status: Part-Time, Salaried

FLSA Status: Exempt

Job Summary

The financial administrator ensures an organized, efficient, and effective operation of the church's financial records, ensuring compliance with regulations and internal policies.

Essential Functions:

- Manage counting, recording, and depositing church contributions
- Ensure payment of all invoices and other church bills, including mission checks
- Oversee payroll for church staff
- Prepare required monthly, quarterly, and annual tax information, deposits, records, and reports
- Facilitate annual church budget preparation, collecting budget requests from teams and committees
- Maintain records on ACS System
- Coordinate mailing of contribution statements and thank you notes
- Directs online giving platform

Other Responsibilities:

- Participate in church staff meetings
- Advise Stewardship Committee as requested

Minimum Qualifications:

- Associate's degree in business, finance, or equivalent experience
- Proficiency in financial records management software
- Must be able to pass a background check

Physical Requirements:

- Ability to use a computer

Financial Administrator Job Description (Page 2)

Core Competencies

- **Technical Expertise:** Acquires and demonstrates the technical skills required to proficiently execute the essential functions of the job. Understands which skills are lacking and seeks to develop those skills. Continually works toward the mastery of technical proficiency.
- **Interpersonal Skills:** Establishes good working relationships with all others who are relevant to the completion of work. Works well with people at all levels of the congregation and community. Builds appropriate rapport. Considers the impact of his/her actions on others. Uses diplomacy and tact. Is approachable.
- **Initiative:** Enjoys working hard. Is action oriented and energetic about worthwhile activities. Uses time effectively and efficiently.
- **Integrity and Trust:** Is seen as trustworthy by others. Practices direct, honest, and transparent communication. Keeps confidence. Admits mistakes. Doesn't operate with hidden agendas. Responds to situations with constancy and reliability.
- **Organizational Knowledge:** Knowledgeable about how congregational communication, decision making, and leadership works. Knows how to get things done through formal and informal decision-making channels. Anticipates organizational barriers and plans his/her approach accordingly.
- **Team Orientation:** Demonstrates interest, skill, and success in team environments. Promotes group goals ahead of personal agendas. Steps up to offer self as resource to other members of the team. Understands and supports the importance of teamwork.
- **Verbal and Written Communication:** Is able to deliver a message clearly, articulately, and with appropriate emotion in a variety of settings. Adjusts the message, without losing the essence of the message, depending upon the circumstances and the listener. Employs correct grammar, punctuation, and patterns of speech. Clearly delivers message in a tone appropriate to the context.
- **Process Management:** Good at figuring out the processes necessary to get things done. Understands how to separate and combine tasks into efficient workflow. Knows what to measure and how to measure it. Can see opportunities for synergy and integration. Can simplify complex processes and create policy for repetitive processes.

Immanuel Baptist Church Facilities Manager Job Description

Reports To: Senior Pastor

Position Status: Part-Time, Hourly

FLSA Status: Non-Exempt

Job Summary

The facilities manager will ensure that the church buildings are operational and well-maintained for day-to-day activities of the church.

Essential Functions:

- Provide routine cleaning to all rooms
- Stock restrooms and kitchens with necessary supplies
- Maintain an inventory of tools, equipment, and supplies
- Identify and report any needed repairs or correction of unsafe conditions to the supervisor
- Communicate with and manage outside contractors
- Coordinate set-up and take down of rooms for special events
- Be available for weddings, funerals, or other special functions, as well as emergencies as they arise.

Other Responsibilities:

- Participate in church staff meetings
- Exhibit courteous and appropriate conduct

Minimum Qualifications:

- High school diploma or equivalent
- Custodial experience preferred
- Must be able to pass a background check

Physical Requirements:

- Strong physical stamina
- Ability to operate various cleaning machines and tools

Facilities Manager Job Description (Page 2)

Core Competencies

- **Aesthetic Awareness:** Demonstrates a natural awareness about the effective organization of space for different purposes. Possesses a natural orientation towards cleanliness and orderliness of space. Appreciates the value of and need for sacred space and knows how to physically tend to it.
- **Initiative:** Enjoys working hard. Is action oriented and energetic about worthwhile activities. Uses time effectively and efficiently.
- **Technical Expertise:** Acquires and demonstrates the technical skills required to proficiently execute the essential functions of the job. Understands which skills are lacking and seeks to develop those skills. Continually works toward the mastery of technical proficiency.
- **Interpersonal Skills:** Establishes good working relationships with all others who are relevant to the completion of work. Works well with people at all levels of the congregation and community. Builds appropriate rapport. Considers the impact of his/her actions on others. Uses diplomacy and tact. Is approachable.
- **Organizational Knowledge:** Knowledgeable about how congregational communication, decision making, and leadership works. Knows how to get things done through formal and informal decision-making channels. Anticipates organizational barriers and plans his/her approach accordingly.
- **Team Orientation:** Demonstrates interest, skill, and success in team environments. Promotes group goals ahead of personal agendas. Steps up to offer self as resource to other members of the team. Understands and supports the importance of teamwork.