



# FRIENDSHIP MISSIONARY BAPTIST CHURCH

## Senior Pastoral Job Description

We believe the ideal candidate God is sending to pastor Friendship Missionary Baptist Church of Mobile, Alabama, is born again, spirit filled and a good role model of Christian moral and ethical conduct as described in 1 Timothy 3:1-7 and Titus 1:6-9. The ideal candidate must be divinely called by God to lead our Church, according to God's will and purpose and possess the skills and vision to shape Friendship to be more effective in the 21<sup>st</sup> century.

**POSITION:** *Senior Pastor*

**REPORTS TO:** **Congregation and the Deacons**

**GENERAL DESCRIPTION:** The Senior Pastor provides spiritual, pastoral, outreach, administrative, and servant leadership to the congregation of Friendship Missionary Baptist Church so the congregation might fulfill its mission as a light of Christ. The Senior Pastor relates to and connects with multiple generations. In addition, the Senior Pastor represents the congregation in denominational or community organizations and activities to learn new ways that the church can support and engage with the surrounding area. Recognizing the importance of spiritual health and one's personal relationship with God, the Senior Pastor takes time for regular prayer, Bible study, rest, and recreation. Lastly, the Senior Pastor extends God's grace to others and leads by example as one who is relational, authentic, transparent, and humble. "But the fruit of the Spirit is love, joy, peace, forbearance, kindness, goodness, faithfulness, gentleness and self-control. Against such things there is no law." Galatians 5:22-23

### **DETAILED DESCRIPTION:**

#### ***Required Professional Qualifications:***

- Devout personal faith in Christ, familiar with the Baptist tradition.
- Is a licensed and ordained Baptist minister to preach the Gospel.
- Bachelors degree from an accredited institution.
- Theological degree/certificate from an accredited seminary or divinity school.
- At least five years of Pastoral experience.

#### ***Ministry Requirements and Responsibilities:***

- Married (*preferred*)
- Behaves ethically and honestly and promote mutual trust.
- Prepares and delivers sermons; properly lead the congregation in observing the church ordinances of Baptism and the Lord's Supper.
- Conducts worship that enables people to hear the word of God and participate in personal and corporate devotion to establish a stronger relationship with God.
- Plans, in consultation with the Minister of Music, all elements of all regular worship services of the Church.
- Officiates at weddings, baptisms, funerals, baby dedications, and the ordination of Deacons and Associate Ministers.
- Guides the spiritual formation of the congregation through bible study, teaching, preaching, and leadership by example.
- Has demonstrated growth at current church.

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***Administration:***

- Oversees all areas of the congregation's ministry in consultation with the Deacons, Trustees, and other appropriate leaders.
- Supports and provides input for the evaluation of church employees.
- Builds a sense of team-work among church staff and Committee Chairs.
- Enables Deacons, Church Officers, and Committee Chairs to better perform their duties through training and support.
- Works with the Trustees and other necessary leaders to see that the facilities of the church are functional and in good repair.
- Leads the church in planning, organizing, directing, coordinating and evaluating the total mission of the church.
- Exhibits excellent administrative skills.
- Embraces and supports the use of technology.

***Outreach:***

- Leads the church in an effective evangelism program and in the caring ministry for those in the church as well as community outreach.
- Provides training opportunities to the congregation for outreach and evangelism.
- Works with the staff and necessary ministries to ensure the Church is provided with opportunities to be involved in hands-on service opportunities within and beyond the Church.
- Supports and encourages educational and life enrichment programs for our youth and young adults.
- Supports and encourages programs geared towards the enrichment and life maintenance for our senior citizens.

***Senior Pastoral Care:***

- Provides pastoral care in conjunction with other staff, committees, and deacons through visitations, counseling, and prayer.
- Makes appropriate referrals when necessary and quickly responds to crisis situations which arise in the congregation.
- Has the ability to have a great rapport, while providing guidance and support to the youth.
- Exhibits a genuine concern for the congregation.
- Knows the importance of and respects confidentiality.

***Working Conditions:***

- The position of Senior Pastor requires great flexibility in hours available for work, including evenings and weekends.
- The Senior Pastor will establish and maintain regular office hours for accessibility to members of the congregation and for regular communication with members of the church staff.

## REQUIRED DOCUMENTS

All interested and qualified persons must submit an initial candidate package consisting of the following information:

1. A current resume that includes a summary of relevant ministry, professional, and educational experience.
2. Copies of ministerial license and ordination certificates.
3. Copies of degree(s), including any educational training and/or classes taken.
4. Three recommendation letters (clergy (1), professional (1) and personal (1)).
5. DVD of Sermon (Preached within the past 12 months)
6. Additional information may be required before interviews take place.

## SUBMISSION

Submit the initial candidate package by mail to:

**Friendship Missionary Baptist Church**  
c/o – Pastoral Pulpit Search Committee  
545 Cody Road North  
Mobile, Alabama 36608

The deadline for all information must be postmarked by April 30, 2018. Any candidate package postmarked after April 30, 2018 will not be considered.

**NOTE:** Missing information may result in automatic disqualification. Final candidates will be notified and asked to provide additional information later in the selection process.

# CANDIDATE CHECKLIST

## PERSONAL INFORMATION

**Candidate Name:**

**Address:**

**Telephone Number:**

**E-Mail Address:**

## CHECKLIST

- Cover Letter
- Personal Statement
- Resume
- Three Letters of Reference: Personal (1), Professional (1), Clergy (1)
- Copy of Ministerial License
- DVD of Sermon (Preached within the past 12 months)
- Completed Candidate Checklist

If you are unable to provide any of the requested information, please explain why.

The final candidate(s) will be required to submit to a background check, credit check as well as a drug screening. All material submitted, regardless of medium, will be kept confidential and become the property of Friendship Missionary Baptist Church of Mobile, Alabama.

If you have any questions, please direct them to:

Deacon Earl Adams  
FMBC Pulpit Search Committee, Chairman  
545 Cody Road North  
Mobile, Alabama 36608

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