

FOUR TOWNS COMMUNITY CHURCH  
DELTONA, FLORIDA

**POSITION DESCRIPTION**

**I. Position Title:** *Senior Pastor*

**II. Reporting Relationships:** The Senior Pastor is member of the Elder Team. They lead the church in setting direction and priorities.

**III. Position Summary:** Responsible for the spiritual welfare, overall program, growth and life of the church. Provides spiritual leadership in all areas of evangelism and discipleship, which requires creating, communicating and coordinating vision with the *Vision Team and Elders*. Responsible for the oversight and leadership of worship services and special events.

**IV. Major Duties And Responsibilities**

**A. Preaching and Worship Leadership (50%)**

1. Prepares and gives sermons that are relevant and seeker *focused (sensitive only, not focused or targeted?)* and challenge members and *regular attendees* to become fully devoted followers of Christ.
2. Ensures that over all weekly worship services are effective and on target regarding content, style, structure and design.
  - Meets *as needed with Praise Team Leader* to critique prior worship services and to plan/agree on future worship services regarding music selection, transitions, humor, atmosphere, etc.
  - Meets with Drama Team as needed to explain future sermon series and themes and to select dramas to be used.
  - Writes appropriate leads for dramas, music, and scripture readings.
3. Suggests and assists with planning of special worship services such as Christmas, Easter, Children's/Youth Sundays, Friends Days and other special programs and outside speakers with the objective of boosting morale and worship attendance.
  - Works with *Vision Team* to ensure timely and proper advertising and publicity.
  - Plans messages that are relevant and attractive for each occasion.
4. Oversee the creation, management and maintenance of the church website(s).

**B. Leadership Development and Discipleship (15%)**

1. Takes the initiative in recommending and implementing actions that fulfill the vision and mission of FTCC.
  - Ensures proper preparation of meeting agendas.
  - Provides effective leadership of meetings by ensuring that most of the time is spent on important things that matter and by minimizing the time spent on unimportant, minor issues and details.

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2. Provides for overall training, inspiration and motivation of *FTCC members/volunteers* to ensure that they are maturing in their faith, growing in their relationships with each other and upgrading their skills.

- *Maintains and improves working relationships among teams within the congregation. Visit programs and meet with teams to review their ministry/program recommendations and results.*

C. Vision, Creativity and Strategic Planning (15%)

1. Takes initiative and exhibits creativity in recommending and implementing vision for *FTCC*.

2. Leads *Vision Team* in developing strategic plan and vision for the next three (3) years for *FTCC*.

- Determines best opportunities for growth and recommends how to best take advantage of.
- Anticipates future staff requirements and recommends what positions should be filled and in what sequence.
- Monitors church growth and recommends optimum timing and approach regarding relocation and building.

3. Takes proactive approach toward identifying problems/challenges and offers creative solutions for resolution.

4. *Leads Stewardship Campaign including congregational meetings.*

D. Teaching and Discipleship (10%)

1. Organizes and teaches a regularly scheduled congregational Bible study that provides an in-depth look at and interpretation of Scriptures.

2. Teaches *sessions as needed, Discipleship Class* pertaining to the following subject areas.

- What the Bible says about the church.
- What we believe at *FTCC*.
- Vision, philosophy of ministry and covenant of behavior... Personal testimony.

E. Congregational Relations and Pastoral Care (5%)

1. Assists with maintaining a "high touch" ministry.

- Hospital calling
- Reacts promptly to emergency/crisis situations.
- Conducts baptisms, weddings and funerals as requested and needed.

2. Greets people in sanctuary before and after worship services; intentionally lingers with people around the church.

3. *Attends and* circulates at various church events.

4. Places phone calls and sends thank you letters as needed.

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5. *Receives requests for counseling* and may refer to outside professionals for more extensive counseling as needed.

F. Other Miscellaneous Duties and Responsibilities (5%)

1. *Evaluates performance of work teams.*
2. Provides leadership and direction regarding development approval and implementation of annual *FTCC* budget.
3. Meets and encourages various *work teams* as needed.
4. Provides leadership and input regarding special projects and events such as *Easter Fest*, congregational meetings, *VBS*, etc.
5. Devotes some time to spiritual, mental and physical development and well being through devotional time, study and exercise.
6. If and when time permits, participates in community events and organizations such as Rotary to foster community relations and outreach.