

## Pastor

### Standard Pastor Responsibilities

- the spiritual shepherd or overseer of the congregation
- worship service leader
- preach the gospel of Jesus Christ
- promote and stress the importance of Bible study
- lead the Church in planning & setting goals and objectives
- conduct wedding ceremonies, funeral services, and special dedication services
- encourage members to pray for the guidance of the Holy Spirit
- approve the selection of staff positions
- serve as church moderator
- assist in the training of all staff members
- serves as a friend and counselor
- visit the sick and shut-in
- approve all church training and program activities
- appoint committees and councils
- lead the Church in community service
- serve as an administrator
- conduct the Lord's Supper and conduct baptismal services
- serve as a Christian role model
- promote the importance of family unity
- evaluate all church programs

### **The qualifications of a Bishop or Pastor are found in I Timothy 3:1-7 and in, Acts 20:28 and Titus 1:9**

- **Must be Blameless** (I Timothy 3:2) one who has a good reputation and is a law-abiding Christian citizen
- **Husband of one wife** (I Timothy 3:2) a faithful, devoted husband who loves his wife and is committed to a monogamous marriage
- **Vigilant, Sober and is of Good behavior** (I Timothy 3:2) one who is focused and has a good reputation and is open to hospitality
- **Not Given to Wine, no striker** (I Timothy 3:3) one who is not given to wine or strong drink and is not a bully who belittles others
- **Apt to Teach** (I Timothy 3:2) one who can teach and is willing to receive instructions
- **Not Greedy of Filthy Lucre** (I Timothy 3:3) one who seeks first the Kingdom of God and His righteousness and knows that material possessions bring no lasting satisfaction
- **Able to maintain self-control** (I Timothy 3:3) one who is not a brawler and is not

covetous and knows how to control angry impulses, and is not jealous of others

- **Household management skills** (I Timothy 3:4) one who knows how to manage his household by showing love and respect for his wife and children and can provide for their well-being
- **Not a Novice** (I Timothy 3:6) one who has experience in spiritual matters and has demonstrated Christian maturity in his speech and actions, and shows courage in the face of trials and tribulations
- **Possess the Holy Ghost** (Acts 20:28), one who is led by the Spirit of Jesus Christ and lives a Spirit-filled life
- **A Man of Honest Report** (I Timothy 3:7) has a good reputation in the Church and within the community, a person who believes in wholesome Christian principles
- **Knows the Word of God** (Titus 1:9) one who understands the Teachings of the Scripture and is prepared to defend the Teachings of the Church

### **Supplemental Duties of the Deacon**

- Visit the sick and shut-in
- Assist in the worship in the absence of the Pastor
- Pray and care for the welfare of the church membership
- Open and lock church building before and after church meetings
- Assist in worship and baptismal service
- Prepare and fill the baptismal pool
- Listen to the needs of the congregation
- Inform Pastor of critical church needs and the concerns of the congregation
- Give spiritual support to the Pastor and Church during worship service
- Assist in the communion observance, placing communion table, praying for the bread and wine, distributing bread and wine, collecting bread and wine containers
- Assist during the right-hand fellowship
- Encourage members to participate in church activities fully
- Promote harmony and goodwill among the membership
- When requested, assist the Pastor in the worship services
- Pray for the success of the church program
- Assist in the collection of tithes and offerings
- He should be a faithful steward in the giving of his time and finances to the church program
- Assist the Church with tithes and offering

### **The qualifications of a deacon are found in I Timothy 3:8-13 and in Acts 6:3**

- **Grave** (I Timothy 3:8) One who is serious about spiritual matters and takes pride in the work of the Church
- **Not Double Tongued** (I Timothy 3:8) A man of his word, one who is consistent in word and deed
- **Not Given to too Much Wine** (I Timothy 3:8) A good steward of one's

money and time, a responsible sensible person who is not overly concerned about temporary pleasures, which last but a short time

- **Not Greedy of Filthy Lucre (I Timothy 3:8)** A man who seeks first the kingdom of God and his righteousness, and knows that material possessions bring no lasting satisfaction
- **Faithful with a Pure Conscience (I Timothy 3:9)** One who is in control of his emotions and does not allow the troubles of this world to overwhelm him
- **Proved and Tested (I Timothy 3:10)** A man who has demonstrated Christian maturity in his speech and actions, one who shows courage in the face of trials and tribulations
- **Blameless (I Timothy 3:10)** A man who has a good reputation, who is a law-abiding Christian citizen
- **Support of Wife (I Timothy 3:11)** The wife of a deacon should be supportive, not slanderous, sober and faithful
- **Husband of One Wife (I Timothy 3:12)** A faithful, devoted husband who loves his wife and is committed to a monogamous marriage
- **Family Life (I Timothy 3:11-12)** A man who supports his family and provides for their health and welfare
- **Management of Their Children and Their Own Homes Well (I Timothy 3:12)** a candidate for the deaconship should show proper love and respect toward his household
- **Boldness in the Faith (I Timothy 3:13)** A man of strong Christian convictions, willing to take a stand because of his love for Christ.
- **A Man of Honest Report (Acts 6:3)** A man of strong Christian character in the Church and the community must believe in sound, wholesome Christian principles.
- **Full of the Holy Ghost (Acts 6:3)** Led by the spirit of Jesus Christ
- **Full of Wisdom (Acts 6:3)** Relies on Christian spiritual guidance for knowledge and insight and seeks the wisdom of God through prayer and the reading of his word
- **Full of Faith (Acts 6:5)** Trust in God rather than material possessions can look beyond trials and tribulations to a brighter day.

## Trustee QUALIFICATIONS

A trustee has no specific biblical qualifications because it is not a scriptural office. Most churches use the same capabilities mentioned for deacons in selecting trustees. Those qualifications are recorded in Acts 6:3-5 and Timothy 3:3-13.

## Church Trustee Qualities

- Salvation (A trustee must be saved; the blind cannot lead the blind.)
- Constant prayer is essential in a trustee's life
- A sense of dedication (A trustee must have a sense of purpose and have the will to achieve stated goals and objectives.)
- An unselfish Spirit of Love (A trustee must possess a sense of love for God and their fellow man.)

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- A Spirit of Service and Humility (A trustee must be willing to work toward improving the welfare of others.)
- A Spiritual Vision (A church must possess a hunger for righteousness and a vision to build God's kingdom.)
- Written Goals and Objectives (Clearly defined goals and objectives are essential to trustee work.)
- An Action Plan (A trustee must have an effective action plan.)
- A trustee share has some knowledge of budgeting and the proper use of money

Trustee DUTIES AND RESPONSIBILITIES (The following website was helpful in writing the duty section of this document: <https://www.reference.com/business-finance/duties-trustee-baptist-church-764b2217b7fde00>)

- Assist the Pastor in the Church's financial management and ensure that the finances are properly administrated.
- Oversee committees that handle church finances
- Oversee and develop all legal, financial, and executive-related committees, which include reviewing and updating the fiscal policies and procedures that involve finances
- Make sure that the proper legal and financial advice is secured when necessary
- Anything more than paying everyday day-to-day bills must be brought before the joint board before a final decision is made
- Execute all legal documents relative to contracts, Church property, and other Business matters as conditioned by these bylaws
- Participate in the strategic planning of the Church
- Implement and oversee effective risk management policies and procedures
- Properly maintain accurate books and financial records of the Church
- Oversee the maintenance of precise contribution records of contributors and prepare contribution statements for contributors
- Oversee the supervision of the written minutes of all Trustee business meetings
- Attend scheduled meetings as determined by the Trustee Ministry Chair
- Perform any other duties and responsibilities as determined by the Trustee
- Attend scheduled meetings as determined by the Trustee Board Chair
- Perform any other duties and responsibilities as determined by the Trustee
- Trustees must be knowledgeable about all insurance needs of the Church and ensure that insurance policies provide adequate coverage
- The Trustee Ministry also addresses the Church's long-term needs and goals and plans accordingly, managing church resources and property to meet specified requirements and to accomplish stated goals
- The Trustee Ministry cannot make real estate transactions on its own. The approval of other designated church authorities, which may or may not include the congregation,

must be obtained regarding any real estate buying, leasing, transferring, or refinancing.  
Trustees may occasionally be involved in personnel matters

- The job of a Church trustee is typically a volunteer position

### **The Sunday School Superintendent**

- preside over the opening of Sunday School
- chief administrator of the Sunday School,
- presides over the collection of monies
- work with the Sunday School Secretary
- moderate procedures that require a vote
- work closely with the Pastor and the Church
- recommend Sunday School teachers
- sponsor special Sunday School projects and events
- orders proper Sunday School materials
- monitor the amount of time spent in the individual's classes
- supervise the overall Sunday School program
- assign substitute teachers when a teacher is absent
- preside over the closing of the Sunday School session
- promote Sunday School growth and development, sponsor workshops and seminars

### **Sunday School Teacher**

- teach the Sunday School Curriculum
- fellowship and work with the superintendent, the Pastor, fellow teachers, and members
- serves as a role model in the Church and the community
- read and study lessons before teaching the class
- promote Sunday School growth
- Share the good news of Jesus Christ
- maintain and keep good records
- contact absent students
- please communicate with the superintendent to let him know about specific class needs
- serves as a Christian role model

### **Secretary**

- keeps a system of the program records
- records minutes of each board meeting
- reads minutes at each board meeting
- serves as the correspondent agent of the Church

## **The Clerk**

### **Qualifications**

There are no special biblical qualifications for a secretary or clerk. Still, there are specific general skills a secretary or clerk should possess to be an effective church officer, such as:

### **Essential Clerk Qualities**

- honesty and Christian Character
- legible handwriting
- good recall and memory
- a knowledge of bookkeeping
- the ability to relate with the public
- patience, promptness and dependability

### **The Duties of the Clerk**

- keep accurate minutes at regular and special church meetings
- notify absent committee members, concerning specific minutes
- keep church rolls, maintain accurate names and addresses
- preserve past records, keep official records and documents in a secure location
- post announcements and church publicity
- prepare special reports on various church activities
- receives letters of transfer, sends out letters of dismissals

## **Treasurer**

The position of treasurer is one of the most critical positions in the Church. Much challenging work and dedication goes into maintaining accurate financial records and reports. There are no specific biblical qualifications for the treasurer's office, but there are certain essential duties a treasurer must perform to be a practical office holder.

### **Duties**

- maintain updated church financial records
- deposit monies in the bank
- keep a record of church receipts and expenditures
- aids in the procurement of church financial loans
- keep the Pastor and trustees posted on the condition of all church assets
- makes financial reports monthly, quarterly, annually whenever necessary

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- sign all church expenditures

### **Chairperson of the Christian Ministry**

- assist the ministry in the development of overall goals and objectives for educational program plans
- chairs Christian Education Ministry meetings
- compiles agenda for board meetings.
- makes quarterly/annual reports to the board or the Church
- represents the Christian Education Ministry at most of the official Church meetings
- helps to supervise and distribute the educational budget of the Church
- leads in the development of strategies to address educational needs
- sponsor Christian Education workshops and seminars

### **Director of Age Group Ministries (Children/Youth/Adults)-**

- helps in the recruitment of leaders for ministry with children/youth/adults
- provide educational opportunities
- create an environment of learning
- plan special days and events for children/youth/adults
- makes appropriate use of facilities
- suggest types of educational resources to be used with specific age groups
- supervise Monies budgeted for programs

### **Director of Children's Ministry-**

- advise the Church on how to address the spiritual and the religious education needs of the children
- assist in the recruitment of program assistants
- advise in the use of program materials, supplies, monies and space
- work with other church leaders in enrolling additional children in church programs
- conduct special training sessions for program assistants
- serve as a role model for all children in the Church
- supervise program activities
- prepare an annual youth program budget for recommendation to the finance committee

### **Director of Youth Work**

- advise the Church on how to address the spiritual and properly social needs of the youth
- assist in the enlistment of youth program assistants
- advise in the use of program materials, supplies, monies and space
- work with other church leaders in enrolling additional youth
- conduct special training sessions for program assistants
- serve as a role model for all youth in the Church
- supervise youth program activities
- prepare an annual youth program budget for recommendation to the finance committee

### **Missionary Circle Director**

- encourages persons to be involved in missions
- organize various mission projects
- develop a comprehensive program plan
- make persons aware of missions
- work with the pastor and church members on mission programs
- encourage teachers and other leaders to study mission materials
- evaluate various mission programs and determine the use of the mission's offerings
- support state and national missions

### **Training Union Director**

- devise strategies for leadership training
- organize leadership seminars and workshops
- make the congregation aware of leadership materials and publications
- plan for an ongoing program of training for all educational leaders
- keeps the Pastor aware of new leadership developments
- conduct planning sessions
- preside over meetings
- plan and supervise a budget for training purposes
- represent and the Training Union during church conferences and other meetings
- assist in conducting training
- participate in and promote biblical teaching



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- team with the Pastor on special projects

### **Vacation Bible School Director-**

- assist in determining school objectives
- choose the type of school
- guide in organizing a VBS calendar
- help choose curriculum
- assist in the selection of VBS workers
- select an excellent record-keeping system
- decide on the best use of facilities
- utilize and evaluate teaching tool

### **Music Director**

- coordinate music within the entire church program
- serve as a representative on the church council
- assist the Pastor in planning music for the worship service
- supervise the work of music leaders
- schedule music programs in the Church
- conduct music practice sessions
- sponsor music seminars and workshops
- keeps Pastor informed on current music trends
- prepare an annual budget to be submitted to the Budget Planning Committee