

Job Description for Interim Pastor

First Baptist Church Oak Hill

6/20/2010

Principle Function: The Interim Pastor is responsible to the Chairman of Deacons and the Chairman of the Personnel Committee and shall provide pastoral and administrative leadership for the church and shall use his skills in proclamation and pastoral care to minister to the needs of persons in the church and community as follows.

Required Minimum Duties:

1. Prepare for and preach at worship services on Sunday morning, Sunday and Wednesday evenings or delegate as appropriate when absent from the church.
2. Provide high level leadership to the church staff to ensure staff responsibilities are being carried out successfully. Examples: VBS preparation, summer camp preparation, youth event scheduling, music events.
3. Serve as moderator at Church business meetings.
4. On an as needed basis- when someone specifically requests a pastor visit rather than deacons or staff:
 - Minister to the sick in the hospitals and nursing homes.
 - Participate in church outreach and visit prospective members.
 - Visit the homebound.
 - Meet with church committees- in particular: personnel, finance, missions.
5. Counsel with members in crisis.
6. Meet with the Deacons in their regular meetings which are currently quarterly but may be more often during interim.
7. Prepare for and conduct funerals and weddings.
8. Maintain some office hours during the week, preferably Tues & Wed during food pantry hours (9am-12pm). Provide contact number for the church staff for other times of the week for urgent needs.

A Covenant Agreement Between

The First Baptist Church of Oak Hill and Reverend Dwight Reagan

In addition to the job description stated above, the First Baptist Church of Oak Hill (the Church) enters into the following covenant with Reverend Dwight Reagan (the Interim Pastor):

I. Pastoral Candidacy

- A. The Interim Pastor will not be a candidate for the pastorate of the Church during the period of this covenant or during the renegotiation of this covenant.

II. Responsibilities

- A. During the interim process, the Interim Pastor will be expected to be the Pastor in every way fulfilling all the normal pastoral duties in accordance with the job description stated above including but not be limited to:
 - 1. Participate and lead in the planning of worship services,
 - 2. Preaching, teaching and leading the Church in worship,
 - 3. Serving as moderator at Church business meetings in accordance with the Church constitution,
 - 4. Personal witnessing,
 - 5. Home visitation,
 - 6. Hospital care, counseling and conducting weddings and funerals when called upon by the Church or by families, and
 - 7. Representing the Church as the Pastor, but in regard to voting, a guest (not a messenger) at associational and other denominational meetings.
- B. The Church agrees to fully support the Interim Pastor in all aspects of his service, including but not limited to:
 - 1. Participating in the worship services, Bible study and prayer meetings during the interim process,
 - 2. Ministering to one another in normal Christian care, and
 - 3. Participating in normal outreach and evangelism efforts.

In Summary

During the interim process, the Interim Pastor will be expected to be the Pastor in every way fulfilling all the normal pastoral duties in accordance with the job description stated above, and the Church agrees to fully support the Interim Pastor in all aspects of his service.