

## CANADIAN BAPTISTS OF ATLANTIC CANADA

### Ministry Opening

#### CHURCH / MINISTRY ORGANIZATION

### Jordan Falls Baptist Church

6616 Highway 3

Jordan Falls, Nova Scotia

B0T 1J0

<https://www.jordanfallsbaptistchurch.org/>

#### PART TIME PASTORAL POSITION

### Pastor

#### REQUESTED CREDENTIALS

Accredited Ordained Minister or  
Candidate for Ordained Pastoral  
Ministry

#### AVERAGE SUNDAY ATTENDANCE

26-49

#### PARSONAGE

A parsonage is available.

#### POSITION DESCRIPTION

This role centers on serving as the church's primary spiritual leader by faithfully preaching God's Word, modeling prayer and discipleship, and providing pastoral care to the congregation. The pastor leads worship services, administers ordinances such as baptism and communion, offers counseling and care in times of need, officiates weddings and funerals, and equips believers to grow in their faith and disciple others. A strong emphasis is placed on biblical teaching that is doctrinally sound, practical, and responsive to moral, ethical, and cultural issues.

The position also carries broad leadership and administrative responsibility. The pastor works closely with the Elders and Boards to shape and implement the church's vision, develop leaders, guide ministry strategy, and ensure effective operations. This includes oversight of ministries, outreach and mission focus, planning and governance, and maintaining healthy communication. Personal spiritual growth, balance, and ongoing professional development are essential to sustaining both effective leadership and a spiritually healthy church.

#### CLOSING DATE

Flexible: open for applications until the position is filled

#### SEND RESUME / CV TO

pmhimmelman@gmail.com



# **Jordan Falls Baptist Church**

## **Pastor Job Description**

### **PURPOSE:**

Faithfully preach God's Word and model the priority of prayer and discipleship within the Church. Provide spiritual leadership to the Church and work in conjunction with the Boards to establish and implement the vision. Give oversight and direction to all ministries, help formulate policies as may be required.

### **RESPONSIBILITIES:**

1. **Provide a preaching ministry** which is balanced in terms of doctrine, principles of our Christian faith in knowledge of the Word, application of those principles to our daily lives and commitment of the individuals to those principles.
  - a. Provide a balanced overview of the whole counsel of God.
  - b. Deal with doctrinal issues which may need particular attention.
  - c. Apply Biblical principles to moral, ethical, and political issues.
  - d. Ensure that encouragement, reproof, and correction are in balance.
  - e. Conduct baptisms and oversee membership.
  - f. Give opportunity for people to respond to evangelistic and commitment messages.
  - g. Conduct the Communion Service.
2. **Provide pastoral care** for the congregation personally or through groups.
  - a. Conduct visitations for hospital patients, elderly/shut-ins, members, and adherents.
  - b. Provide premarital counseling.
  - c. Counsel troubled people and those in need.
  - d. Officiate weddings/funerals.
  - e. Keep in contact with various groups in the church formally and informally.
3. **Disciple and equip** the congregation to train believers in the basics of the Christian life so that they may be assimilated into the congregation, grow, and reproduce in order to impact their homes, church, and community.
  - a. Oversee discipleship of new believers.
  - b. Provide leadership development opportunities.
  - c. Equip people to disciple others.

4. **Provide leadership and direction** for ministry, not only in its effectiveness but in the preparation of people to carry it out.
  - a. Provide a vision for direction and develop a strategic plan for the church.
  - b. Train and develop the Elder Board.
  - c. Develop a long-range plan for:
    - Pulpit ministry
    - Discipling and equipping,
    - Community outreach
  - d. Ensure that prayer has a prominent place in the church life and personal lives.
  - e. Act as an ex-officio member on all boards and committees.
  - f. Provide an outreach vision which is local and mission-oriented.
  - g. Liaise with the Elders in maintaining a spiritually healthy church.
5. **Plan administrative duties** to ensure the ministry of the church runs smoothly.
  - a. Oversee worship service in consultation with the worship team.
  - b. Develop a standard for performance in ministries.
  - c. Respond in a timely fashion to incoming phone calls, emails, and texts.
  - d. Advise the appropriate use of the benevolent fund.
  - e. Develop agenda for Elder meetings with Chairman/Vice Chairman.
  - f. Attend all Elder meetings.
6. **Maintain a self-development program** which will keep both personal and church life in balance.
  - a. Schedule time to concentrate on prayer and personal Bible study.
  - b. Plan for regular physical exercise and relaxation periods.
  - c. Keep current in reading.
  - d. Keep in contact with pastors, colleagues, and resource people.
  - e. Maintain consistent contact with pastoral gatherings in the area.
  - f. Take advantage of seminars and conferences.
  - g. Preach at other churches or conferences as deemed helpful.
  - h. Speak at local civic events, attend social gatherings, as appropriate.