



The Senior Pastor of Highland Baptist Church in Raleigh, N.C. is retiring. We are prayerfully seeking our next Pastor, called by God, to serve as leader of Pastoral ministries to further the church's mission: "Love God, Grow Disciples and Serve Others". We are a New Testament, Mission-minded, financially sound Church located in the Garner area (a rapidly growing suburb of Raleigh, N.C.). We are affiliated with the Raleigh Baptist Association, the Baptist State Convention of North Carolina, and the Southern Baptist Convention. Our average worship attendance is 155 and membership roll contains 192 members. Our Ministries include Music, Children's Ministry, Student Ministry, Senior Adult Ministry, Special Ministries, and Missions. Our Child Enrichment Center provides a Christian atmosphere of learning for 87 children ages 1-5 and employs 17 staff members. Our church staff consists of 3 full-time and 3 part-time members. We value Community, Faithfulness, Integrity, Service and Servant Leadership. If you feel God is calling you to this position, please submit a resume, cover letter, and recent photo (no later than February 14, 2025) to:

If you feel God is calling you to this position, please submit completed job application(linked on website), resume, cover letter and recent photo to:

- Preferably: pastorsearchteam@highlandbaptistchurch.org

OR

- Highland Baptist Church
ATTN: Pastor Search Team
8524 Crowder Road
Raleigh, NC 27603

If you have any questions about accessing the application information or job description, please contact Jordan Inscore at 919-779-8778 or at jinscore@highlandbaptistchurch.org

This full-time position offers a competitive salary and benefits package, with a salary based on experience. You can access the full job description, job application and learn more about our church by visiting:

- <https://highlandbaptistchurch.org/>

SENIOR PASTOR POSITION DESCRIPTION

RESPONSIBLE TO: Deacons

SUPERVISES: Paid Staff including Minister to Students, Minister to Children and Families, Minister of Music, Administrative Assistant, Child Enrichment Center (CEC) Director and other Part-Time Ministerial Staff.

PRINCIPAL FUNCTIONS:

The Senior Pastor is leader of Pastoral ministries in the Church, responsible for leading the Church to function as a New Testament Church. As such, the Senior Pastor works with the Deacons, Church Council, Church Staff, Church Program Organizations and Teams to lead the Church in performing its tasks to engage in fellowship, worship, education, and Christian growth. Christian growth is a total life response to the Lord Jesus Christ in all activities which includes, but is not limited to, witnessing and service to believers and non-believers.

RESPONSIBILITIES:

PREACHING and TEACHING

The Senior Pastor provides a preaching and teaching ministry that creates the foundation of biblical and doctrinal truths and equips members to live as the Body of Christ in the world and to do the work of ministry. Activities include:

- Prepare and deliver sermons at scheduled worship services
- Lead the congregation in worship at the stated services
- Coordinate with the Minister of Music in planning for worship services
- Provide New Member Training to new converts and new members
- Schedule and lead Church membership to prepare for and participate in Missions, Bible and doctrinal studies, Family Life Conferences, and other developmental activities
- Coordinate/Lead Bible Study at other locations

PASTORAL CARE

The Senior Pastor is responsible for overseeing Pastoral ministries to the membership and for training others to be involved in the personal/individual ministries of the Church. It is the responsibility of the Senior Pastor to ensure that sufficient Pastoral Care is administered to the persons and families in need. The Senior Pastor is involved in training up Deacons, Sunday School Teachers, Ministry Leaders and Team Chairpersons to be doing pastoral care for those who are part of their group. Activities include the following:

- Visit members and non-members to provide Pastoral care
- Visit the un-churched to lead them to Christ
- Ministers to CEC Parents regardless of church affiliation
- Provide crisis ministry to members, as needed
- Conduct weddings, at the Pastor's discretion, in coordination with other Ministers
- Conduct funerals in coordination with other Ministers
- Conduct baptisms and baby dedications in coordination with other Ministers

- Provide counseling for members upon request
- Secures supply for the pulpit ministry when absent

ADMINISTRATION

The Senior Pastor works with the Church Staff, Church Council and Deacons in planning, coordinating, implementing, and evaluating the work of the Church. The Senior Pastor supervises the Church staff. Activities include the following:

- Meet periodically with the Church Council, Deacons and Sunday School Director
- Meet weekly with the Church Staff to plan and evaluate work
- Participate in Annual Review of Church staff
- Give supervision to the preparation of the newsletter and bulletin
- Offer leadership training for members at appropriate intervals
- Develop immediate and long-range plans and goals for the Church in conjunction with the Church Council, Deacons, and other Church program organizations
- Meet, as an ex-officio member, with Teams
- Senior Pastor may delegate administrative responsibilities as needed
- Moderate Church Business meetings

SOCIAL ACTIVITIES

The Senior Pastor encourages Christian social activities, including the following:

- Identifies social needs and opportunities within the fellowship
- Ensures that Christian leadership is provided for Church social activities

DENOMINATIONAL ACTIVITIES

The Senior Pastor and the Church are part of a larger work of the Southern Baptist Convention; therefore, the Senior Pastor participates in and leads the Church to participate, within budgetary guidelines, in the mission program of the Southern Baptist Convention, The Baptist State Convention of North Carolina and the Raleigh Baptist Association. The Senior Pastor participates in the meetings, activities, and programs as time, need and interest dictate. The nature and extent of participation varies.

CRITERIA

- The following characteristics will provide a basis for selecting a person for this position:
- A committed Christian dedicated to facilitating spiritual growth and maturity in self and others
- Demonstrated strong leadership skills, interpersonal leadership, and counseling skills
- Commitment to appropriate confidentiality as it relates to the Church membership and to the Church organizational operation
- Ability to work as part of a team-based ministry
- Willingness to comply with the Constitution and By-laws, Mission Statement and Personnel Policies and Procedures Manual
- 8- 10 years of experience in the field of Pastoral Ministry, preferred

- Master of Divinity from an accredited Southern Baptist Seminary or equivalent preferred
- Flexible and willing to grow and adapt to the inevitable changes found in a growing church
- Other characteristics deemed appropriate based on the changing needs of the Church
- Become a member of Highland Baptist Church.

POSITION HOURS

This is a full-time position. The person in this position is employed to accomplish the objectives assigned and will be expected to work the number of hours required each week in accordance with the guidelines set forth in the Personnel Policies and Procedures Manual.

Application for Employment

Social Security Number _____ Position Applied For _____

First Name _____ Middle Name _____ Last Name _____

Address _____

Street
City
County
State
Zip Code

Phone (or where you can be reached) _____ / _____ Christian () Yes () No

Marital Status _____ Name of Spouse _____ No. of Children _____

If you are not available for work now, enter the earliest date you could begin work _____
Month/Day/Year

Please show salary requirement: \$ _____ annually (includes fringe benefits, etc.)

Please indicate your referral source(s): _____

Circle highest grade completed: College 1 2 3 4 Graduate School 1 2 3 4

| SCHOOLS | NAME & LOCATION | DATES ATTENDED TO FROM | GRADUATED | TYPE OF DEGREE |
|--|-----------------|---------------------------|-----------|----------------|
| High School | | | | |
| College(s) | | | | |
| University(ies) | | | | |
| Graduate or Professional | | | | |
| Other educational, vocational schools, internships, etc. | | | | |

Special training programs and seminars you have completed in the last five years. List: _____

If the job applied for calls for specific courses, indicate those courses taken and credits received.

Membership in professional, honorary, or technical societies. List: _____
OTHER EXPERIENCE:

WORK HISTORY:

| | | |
|---|--------------------|--------|
| Present or Last Employer: | Address: | |
| Job Title | List Major Duties: | |
| Date Employed (mo/yr) | | |
| Date Separated (mo/yr) | | |
| Full Time | Years | Months |
| Part Time | Years | Months |
| Reason for Leaving: | | |
| May we contact the above employer? Yes () No () | | |
| Previous Employer: | Address: | |
| Job Title | List Major Duties: | |
| Date Employed (mo/yr) | | |
| Date Separated (mo/yr) | | |
| Full Time | Years | Months |
| Part Time | Years | Months |
| Reason for Leaving: | | |
| May we contact the above employer? Yes () No () | | |
| Previous Employer: | Address: | |
| Job Title | List Major Duties: | |
| Date Employed (mo/yr) | | |
| Date Separated (mo/yr) | | |
| Full Time | Years | Months |
| Part Time | Years | Months |
| Reason for Leaving: | | |
| May we contact the above employer? Yes () No () | | |

I certify that I have given true, accurate and complete information on this form to the best of my knowledge. In the event confirmation is needed in connection with my work, I authorize educational institutions, associations, registration and licensing boards and others to furnish whatever detail is available concerning my qualifications. I authorize investigation of all statements made in this application and understand that false information or documentation, or a failure to disclose relevant information may be grounds for rejection of my application, disciplinary action or dismissal if I am employed. I further understand that dismissal upon employment shall be mandatory if fraudulent disclosures are given to meet position qualifications.

Signature of Applicant Date