



Calvary Baptist Church, a vibrant cosmopolitan church with a mission to exalt God in Worship, grow towards Christian Maturity and reach out to the World with the Gospel of Jesus Christ seeks a Senior Pastor to provide overall spiritual and administrative leadership of the church.

JOB TITLE: SENIOR PASTOR

THE ROLE

Reporting to the Body of Deacons, but accountable to the congregation and ultimately to God, the Senior Pastor is responsible for the fulfillment of Calvary Baptist's mission through eight distinct roles. These roles are spiritual growth, strategic planning and management, working with others/managing for results, ministry, capacity building, external representation, administration as well as material and financial resource management. He will lead a team of Associate Pastors, Sectional Heads/Campus Pastors, Unit Heads, Church Staff and Congregation and work with the body of deacons, church advisory council, the Ghana Baptist Convention and other faith bodies to provide overall spiritual leadership of the church. The church currently has an active membership of around 2,000 covering its four campuses of Adabraka, Shiashie, Bortianor and Amasaman. The Senior Pastor is assisted by a team of campus Pastors and Associate Pastors numbering 29 across all its campuses.

KEY RESPONSIBILITIES

1 Spiritual Growth

The key responsibilities, competencies and skills required to ensure spiritual growth should be as outlined below.

Key Responsibilities	Competencies	Skills
<p>1. To be devoted to prayer and the study of the Word in order to minister in the power of the Holy Spirit.</p> <p>2. Develop inspiring and energising prayer, teaching and discipleship ministry for CBC</p>	<p>Sound biblical principles:</p> <ol style="list-style-type: none"> Lead the Church in purposeful prayer Sharing the unadulterated Word of God (knowledgeable in the Word) Fervent in and out of season A missionary - must be missions oriented (have passion for lost souls) Person of integrity and good repute - principled in actions of high moral standards 	<ol style="list-style-type: none"> Disciplined prayer life and study of the Word Effective Teaching Ministry A Preacher - Good communication skills Effective use of ICT in ministry Good presentation skills Ability to effectively use other pastors in ministry Ability to lead in missions Able to lead by example (Doer of the Word)

2 Strategic Planning and Management

In the area of strategic planning and management, the following are to be considered:

Key Responsibilities	Competencies	Skills
<p>1. To lead the Church under the direction of the Holy Spirit to achieve qualitative and quantitative growth & health</p> <p>2. Have the overall responsibility for development of Church's strategic vision through consultations, prayer and learning from existing strategic plan of the Church</p> <p>3. Develop a clear plan to drive the Vision of the Church</p> <p>4. Create continual awareness of the plan and among the congregation and leaders</p> <p>5. Monitor, review and report on the plan regularly to the Body of Deacons and Congregation</p>	<p>Strategic thinking - Ability to:</p> <ol style="list-style-type: none"> Cast a compelling Vision Discern the Times Challenge Congregation towards spiritual maturity Interpret unfolding events and situations rightly Decide critical issues through a consultative process Align congregation to emerging direction of ministry Learn from existing practices <p>Strategic Management - Ability to:</p> <ol style="list-style-type: none"> Analyse and identify key issues, Sets clear organisational objectives, Communicate objectives/performance indicators to staff and church members Implement performance requirements Monitor, evaluate, re-plan and provide feedback to the Congregation 	<ol style="list-style-type: none"> High level of cognitive ability Excellent communication skills (persuasive) Building and Managing relationships Excellent inter-personal skills Decisive and able to follow through a plan Ability to delegate

3 Working with others/ managing for results

The work of ministry is a people-oriented office and will require that the following are met in respect of working with others and managing for results.

Key Responsibilities	Competencies	Skills
<ol style="list-style-type: none"> 1. Provides leadership to Associate Ministers for Ministry and Ministry Enhancement 2. Works with Body of Deacons and Church Advisory Council 3. To direct and coordinate work of Team 1, II, III & IV to ensure effective and efficient Church management 4. Consistently strengthen performance appraisal system for all staff and follow through the recommendations 5. Ensure setting & monitoring of performance targets for staff 	<p>Stakeholder focus:</p> <ol style="list-style-type: none"> 1. Good knowledge of governance structures of CBC 2. Guiding staff and church members to achieve results 3. Consulting and engaging all key stakeholders, 4. Recruiting competent staff and volunteers to execute tasks 5. Gentle and humble 	<ol style="list-style-type: none"> 1. Ability to delegate 2. Good planning skills 3. Inter-personal skills 4. Good Communication skills 5. Must have ability to mentor others 6. Goal and People Oriented 7. Ability to set SMART targets

4 Ministry

For Ministry, the key responsibilities, competencies and skills should include the following:

Key responsibilities	Competencies	Skills
<ol style="list-style-type: none"> 1. See to planning & conducting of Worship, Prayer, Teaching & Spiritual Emphasis Services 2. Minister to Congregation & society through ministry of prayer & the Word. 3. Strengthen Welfare Ministry 4. Lead Church in fruitful Ministry of leadership development, evangelism, discipleship, pastoral care, Christian education, worship and music. 5. Sustain Discipleship (Sheepfold, Sunday School) Ministry & Auxiliaries 6. Develop responsive themes & programmes. Quarterly lead/create opportunities for spiritual emphasis 	<p>Communicating & influencing</p> <p>Ability to:</p> <ol style="list-style-type: none"> 1. Clearly articulates vision for buy-in, 2. Positively influencing others, 3. Settling difficult situations 4. Relate respectfully to all category of persons (good interpersonal skills) 	<ol style="list-style-type: none"> 1. Effective Time Manager 2. Good inter-personal skills 3. Good Organisational skills 4. Excellent communication skills (persuasive) 5. Ability to manage difficult situations 6. Ability to work under pressure

5 Building capacity of others by training, mentoring and modelling required behaviour

The capabilities required for training, coaching and mentoring of staff and Church members include the following:

Key responsibilities	Competencies	Skills
<ol style="list-style-type: none"> 1. Lead in leadership Development: Identify, train, deploy & mentor Church leaders to be faithful & fruitful in ministries (leader of leaders). 2. Develop next generation of Pastors & continuous development of Pastors 3. Organise leadership retreats which builds capacity of church leadership 4. Promote implementation of succession plan that trains & empowers members occupy key positions when vacant 	<p>Building & managing relationships:</p> <ol style="list-style-type: none"> 1. Develop trust and confidence 2. Collaborate with others 3. Manage difficult relationships 4. Skills gap assessment and determine training required 5. Mentoring/ Coaching abilities 	<ol style="list-style-type: none"> 1. Ability to identify potential leaders 2. Good listening skills 3. Problem solving skills 4. Ability to work under pressure 5. Ability to manage difficult people 6. Delegation skills 7. Ability to identify and maximise opportunities

5. Strengthen Calvary Leadership Institute to ensure the continual training of leaders at various levels	8. People oriented skills
	9. Good Organisational skills

6 External Representation

CBC will need to be represented on a range of Baptist platforms, Christian community and relevant civil bodies both locally and internationally. The range of requirements for the fulfilment of these include the following:

Key responsibilities	Competencies	Skills
1. Ensure representation of the Church in Accra Southern and Northern Baptist Associations, South East Sector, Ghana Baptist Convention as well as other Christian and relevant civic bodies.	Institutional Representation: 1. Must know Ghana Baptist Convention - Theology, Structures, Polity, All African Baptist Fellowship and the Baptist World Alliance 2. Knowledgeable about the workings of the Christian Council of Ghana and other Christian Bodies	1. Communication skills 2. Networking skills 3. Ability to identify and maximise opportunities 4. Presentation skills 5. Negotiation skills

7 Administration

Under administration, the key requirements are as follows:

Key responsibilities	Competencies	Skills
Networks with the leaders of other churches and relevant civic bodies to promote the Kingdom of God	Organisational awareness: Ability to: 1. Establish needs of the members and the Church as an organisation (challenges and potentials) 2. Promote CBC as a body of Christ with high standards of integrity and ethical behaviour 3. Incorporate innovations in information technology in Church Administration and Worship	1. Networking skills 2. Ability to manage relationships 3. Presentation skills 4. Collaboration skills 5. Ability to identify and maximise opportunities 6. Should be computer literate

8 Material and Financial Resource Management

For material and financial resource management, the considerations are as follows:

Key responsibilities	Competencies	Skills
1. Serve as Chief Administrator of CBC and oversee the overall administration through effective staff management 2. Lead CBC in an efficient and effective Ministry Enhancement with regards to Resources, Treasury and Communications Management.	Responsible use of resources: 1. Raise funds, 2. Set realistic budget & realise it 3. Supervise judicious use of funds 4. Comply with good financial management practices. 5. Establish a preventive maintenance culture 6. Good stewardship of material resources	1. Financial Literacy 2. Managerial Skills 3. Records management skills 4. IT Skills

Personality/Character Requirements

- The prospective candidate must be a **Unifier** bringing the various arms of ministry together for the common goal of serving the Lord.
- Biblical stipulations in I Timothy 3:2-7 would be taken into account in assessing the personality and character as follows:
 - Must be blameless
 - Must not be a novice (Must be a mature Christian)
 - Must be temperate
 - Good testimony from people outside the church
 - Should not be given to wine
 - Must be gentle and not quarrelsome
 - Must not be greedy for money
 - Must not be violent
 - Must not be covetous
 - Must be hospitable
 - Should be sober minded
 - Must be of good behaviour

Leadership Skills

Prospective candidates are to have the following leadership qualities:

- Must be Baptist Reverend Ministers with at least **7 years** working experience in Ministry from the date of recognition;
- Prospective candidates must have served in a key leadership position for a minimum of 5 years for external candidates and 3 years for CBC candidates who have headed a unit or ministry;
- Female pastors will be considered except that this must be in line with the relevant aspects of the requirements of I Timothy 3:2-7;
- Be able to identify with the current CBC vision and mission as well as have the ability to cast a compelling vision and execute it;
- Must have a track record of achievements for example, growth in the size of congregation in the last five years in ministry; landmark projects initiated and completed; and on-going ministries revived and sustained;
- Must have the ability to delegate, supervise and manage people/staff/church members;
- Must be a good team player and be able to manage persons with high profile ministry gifts such as the prophetic ministry;
- Must exhibit fairness and firmness in his/her dealings in ministry and administration; and
- Must exhibit a track record of having led multi-disciplinary teams to achieve desired results.

3.5 Ministry Requirements

Considerations in the area of ministry include:

- Believe in Baptist biblical values including ability to work with denominational structures and their leadership;
- Passion for Missions and Evangelism;
- Operating in any one of the fivefold ministry gifts & appreciate the other four of the fivefold ministry to better manage persons on the team who have them;
- Being a prayerful person and able to lead the church to pray;
- Interest to sustain the Discipleship (sheepfold & Sunday school) Ministry and Auxiliaries;
- Excellent understanding of the Word to preach and teach;
- Ability to develop responsive themes and programmes for the Church;
- Ability to preach in English and at least one local language in use now by CBC namely Akan, Ga and Ewe;
- Passion for the Welfare Ministry;
- Passion for revival;
- Having charisma¹; and
- Appreciation of importance of music in worship.

3.6 Operations in Administration

Experiences of the prospective candidate in the area of administering a church cover the following:

- Must have managerial skills to set performance targets and track achievements of staff etc.;
- Have a clear plan to drive and expand the existing vision.
- Must relate very well with both Church members and Pastoral Team;
- Use financial resources and assets of the Church judiciously;
- Strike a balance between Church as a spiritual entity and as a corporate entity;
- Have experience with administering a church with at least a 1,000 members for external candidates;
- Must be computer literate and embrace use of technology in ministry and
- Must understand financial records.

3.7 Educational Requirements

Educational requirements for prospective candidates for the next Senior Pastor includes the following:

- A minimum of Master's Degree in Theology/Ministry/Divinity from institutions recognised by Ghana Baptist Convention;
- Doctorate in Theology/Ministry/Divinity will be a plus.

¹ Someone who commands respect by the way he/she conduct his/herself

3.8 Family Requirements

The requirements with respect to the family are as follows:

- Must be married and have a good report at home (Part of I Timothy 3:2-7);
- Family should worship with CBC;
- Must have rule over his own home (Part of I Timothy 3:2-7), if a male;
- Must have control over the children (Part of I Timothy 3:2-7);
- Spouse's involvement in ministry may be an added advantage;
- Must not have a divorce record; and
- Husband of one wife (Part of I Timothy 3:2-7).

Internal Recruitment

The process will be as follows:

- Job advert and detailed job description will be posted on CBC notice boards and placed in announcement bulletins;
- Any ordained Minister who is a Calvinian (male or female), who feels called by the Lord or is encouraged by another person(s) could pick a self-assessment form (available on the designated websites) that enables aspiring candidate to assess themselves against the competencies required for the SP position;

MODE OF APPLICATION

Qualified internal and external candidates should forward the following documents to the cbcpscommittee@gmail.com before 31st March, 2019:

- Cover letter
- Curriculum Vitae
- A maximum of 5-page vision statement (Arial 11)
- Completed application form (available on the websites mentioned below)
- Certificates
- Completed Self-Assessment form (available on the websites stated below);
- Three References for external candidates (one reference each from a spiritual reference, a professional reference from current employer and an academic reference)

Only shortlisted candidates will be contacted.

* The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. Additional duties and responsibilities may be required of the job holder based upon organisational needs and at the request of Calvary Baptist Church (CBC). The full detailed job description could be accessed at the CBC website, the Ghana Baptist Convention website, the Baptist World Alliance website and newsletter and on the notice boards of the CBC and the Ghana Baptist Convention. Please find below the website addresses:

Calvary Baptist Church: <http://calvarybaptistgh.org>
Ghana Baptist Convention: <http://gbconvention.com/>
Baptist World Alliance: <https://www.bwanet.org/>