



## PASTORAL VACANCY AT BELIEVERS' BAPTIST CHURCH, TARKWA

The Ghana Baptist Convention is facilitating the search for a Head Pastor for the **Believers' Baptist Church, Tarkwa**, in the **Sekondi-Takoradi Baptist Association**, South-West Ghana Sector.

### 1. **JOB TITLE: Pastor-in-Charge.**

This is a full-time appointment.

### 2. **JOB OBJECTIVE:** To enhance the smooth and effective running of the church to achieve accelerated growth and success to the glory of God.

### 3. **QUALIFICATION:**

#### a. **MINISTRY**

Be an ordained Ghana Baptist Convention Minister.

#### b. **CHRISTIAN CHARACTER:** Must fulfill the biblical qualifications of 1Timothy 3:1-7, Titus 1:5-9.

#### c. **EDUCATION:**

- i. Have a minimum of a first degree in theology.
- ii. A Master's Degree will be an advantage.

#### d. **EXPERIENCE:**

Have a minimum of five (5) years post ordination experience in related role.

#### e. **COMMUNICATION SKILLS:**

- i. Ability to communicate in English and Akan.
- ii. Candidate must be computer literate.

#### f. **AGE LIMIT:**

Be between 40 to 45 years old at the time of assumption of office.

#### g. **FAMILY LIFE:** Married.

#### h. **ADDED ADVANTAGE:** Some accounting background

### 4. **JOB DUTIES/RESPONSIBILITIES**

- a. To serve as the Chief Executive Officer of the Church.
- b. To oversee the efficient running of the Diaconate, Church Council and the Church Conference Service (or Business meetings)
- c. To be an ex-officio member of all Church ministries.
- d. To pray and select the theme for the year as well as quarterly themes for the Church to be preached and taught on.
- e. To prepare quarterly preaching schedules and calendar of activities for the year.
- f. To strive to maintain the purity and unity of the Church to reflect the image of Christ.
- g. To Manage the finances of the Church:
  - i. To check on weekly monies lodged or deposited in the bank; endorse the deposit forms or slips.
  - ii. To cross check books of the Finance Committee Chairperson and Treasurer to ensure that the actual monies collected by the Church are properly entered into the Books of Accounts and banked intact.
  - iii. To approve all disbursement of the Church's funds.
  - iv. To ensure that Church Accounts and monies are well managed.
  - v. To arrange for an External Auditor to audit the Church's Accounts annually and reports submitted to Church Council and Church Conference Services.
- h. To officiate Church Ordinances (Baptism and Lord's Supper), marriages, naming ceremonies, dedication of children, funerals etc.
- i. To share his vision given to him by the Lord with the Church and encourage the Church to carry out those visions.
- j. To handle counseling needs of the Church members.
  - i. To prepare a programme to train career, marriage and other counselors to assist him in counseling.
- k. To organize leadership-training programmes for effective equipping of the Church leaders to do ministry.
- l. To promote and supervise Evangelism and Missions in the Church.
- m. To chair Church Council Meetings and Church Conference Services (or Business Meetings).
- n. To handle disciplinary issues in the Church, with the assistance of the Deacons and the Church Council.
- o. To promote prayer activities in the Church.
- p. To preach most of the Sunday sermons.

- q. To teach the congregation the Word of God.
- r. To organize training in the Word of God for Sunday School teachers, Evangelism ministry members, Deacons, etc.
- s. To visit Church members.
- t. To promote visitation programmes in the Church. To engage the Evangelism ministry and Area Fellowship leaders in visitation.
- u. To be concerned with the physical welfare of the Church members.
- v. To institute programmes/projects that will ensure socio-economic well-being of members and the Church.
- w. To ensure that all Church ministries, committees and auxiliaries (Men's Ministry, W.M.U., Youth Fellowship, and Children's Ministry etc.) are functioning well.
- x. To be the accredited representative of the Church at all functions.
- y. To implement decisions of the Church Conference Services as well as Church Council Meetings.
- z. To call for both monthly Church Council Meetings and quarterly Church Conference Services or Business Meetings. To also call for emergency meetings when the need arises.
- aa. To uphold and maintain Baptist faith and practices; to teach and ensure strict compliance of Ghana Baptist Convention Code of Conduct and other educative materials.
- bb. To share cordial relationships with other sister Churches that share the same faith.
- cc. To supervise Church projects and ensure their efficiency.
- dd. To promote and encourage the Church to participate fully in the activities and programmes of the Ghana Baptist Convention, the Sector, and the local Baptist Association and the Zone.
- ee. To ensure the regular payment of financial obligations to the local Baptist Association and the Ghana Baptist Convention.

**DEADLINE:**

Extended to **31<sup>st</sup> August, 2019.**

**ADDRESS APPLICATIONS TO:**

All qualified candidates are requested to forward their applications together with their curriculum vitae (CV), Degrees and other certifications, three references (one from a Senior Minister, Professional reference from current employer and an

academic reference) to **IABoateng@mantracghana.com** They may also contact 0244790695 for more information.

Thank you.

**From the Office of the Vice President (Ministries)**

**REV. ENOCH THOMPSON**