



PASTORAL VACANCY AT FIRST BAPTIST CHURCH, SWEDRU

The Ghana Baptist Convention is facilitating the search for a Pastor for the First Baptist Church at Agona Swedru in the Swedru Baptist Association, in the South West Sector.

1. **JOB TITLE: Pastor-in-Charge.**
2. **JOB OBJECTIVE:** To enhance smooth and effective running of the church to achieve accelerated growth and success to the glory of God.
3. **QUALIFICATION:**
 - a. **CHRISTIAN CHARACTER:** Must fulfill the biblical qualification of 1Timothy 3:1-7, Titus 1:5-9.
 - b. **EDUCATION:**
 - Bachelor of Theology or Bachelor of Arts Degree in Theology or Religious Studies from an institution recognized by the Ghana Baptist Convention.
 - A master's degree would be an added advantage.
 - c. **EXPERIENCE:** Five (5) years post-ordination relevant working experience in related role.
 - d. **COMMUNICATION SKILLS:** Ability to communicate in English, Fante, Twi and any other language. Candidate must be computer literate.
 - e. **ADDED ADVANTAGE:** Capability in school administration and development.
 - f. **AGE LIMIT:** Must be between forty (40) and fifty (50) years.
 - g. **FAMILY LIFE:**
 - Married.
 - In addition to this, the wife must be actively involved in WMU and Baptist Young Ladies Activities.
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:

- To check on weekly basis monies lodged or deposited in the bank; endorse the deposit forms or slips.
 - 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.
 - To approve all disbursement of the Church's funds.
 - To ensure that Church Accounts and monies are well managed.
 - 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.
 - k. To prepare a programme to train career, marriage and other counselors to assist him in counseling.
 - l. To organize leadership-training programmes for effective equipping of the Church leaders to do ministry.
 - m. To promote and supervise Evangelism and Missions in the Church.
 - n. To chair Church Council Meetings and Church Conference Services (or Business Meetings).
 - o. To handle disciplinary issues in the Church, with the assistance of the Deacons and the Church Council.
 - p. To promote prayer activities in the Church.
 - q. To preach most of the Sunday sermons.
 - r. To teach the congregation the Word of God.
 - s. To organize training in the Word of God for Sunday School teachers, Evangelism ministry members, Deacons, etc.
 - t. To visit Church members.
 - u. To promote visitation programmes in the Church. To engage the Evangelism ministry and Area Fellowship leaders in visitation.
 - v. To be concerned with the physical welfare of the Church members.
 - w. To institute programmes/projects that will ensure socio-economic well-being of members and the Church.
 - x. 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.
 - y. To be the accredited representative of the Church at all functions.
 - z. To implement decisions of the Church Conference Services as well as Church Council Meetings.
 - aa. 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.

- bb. 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.
- cc. To share cordial relationships with other sister Churches that share the same faith.
- dd. To supervise Church projects and ensure their efficiency.
- ee. 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.
- ff. To ensure the regular payment of financial obligations to the local Baptist Association and the Ghana Baptist Convention.
- gg. The applicant should be ready to undertake any other activity that may be assigned to him by the church

DEADLINE:

All applications must be submitted at the First Baptist Church, Agona Swedru office, on or before **30th October, 2019.**

ADDRESS APPLICATIONS TO:

PASTOR SEARCH COMMITTEE,
THROUGH THE CHURCH SECRETARY
FIRST BAPTIST CHURCH
AGONA SWEDRU.

Thank you.

**REV. ENOCH THOMPSON
VICE PRESIDENT-MINISTRIES' OFFICE
12TH SEPTEMBER 2019**