

Pastoral Position Profile and Opportunity Announcement

Full-size companion resource • Print additional copies as needed. Keep candidate-specific information in restricted, secure storage.

Purpose: Define the position for evaluation, then present it accurately to candidates. The internal profile should be approved before any public announcement is released.

Part 1: Internal Pastoral Position Profile

Church and location: _____

Position title: Senior / Lead Pastor

Accountable to / works with: _____

Authorizing leadership body: _____

Employment arrangement: _____

Biblical and Doctrinal Requirements

Our understanding of applicable pastoral qualification passages (for example, 1 Timothy 3:1–7; Titus 1:5–9; 1 Peter 5:1–4):

Adopted doctrinal statements and nonnegotiable convictions:

Required ordination, licensing, or credentials, if any: _____

Required Ministry Responsibilities

- ☐ Biblical preaching and teaching
- ☐ Pastoral care and shepherding
- ☐ Discipleship and equipping believers
- ☐ Leadership development and appropriate supervision
- ☐ Collaboration with elders, council, deacons, or governing leaders
- ☐ Community engagement and evangelism
- ☐ Other church-specific responsibilities: _____

Three essential ministry competencies (demonstrated readiness, not merely preferences):

1. _____ 2. _____ 3. _____

Preferred experience (not an automatic disqualifier): _____

Governance and Support

Pastor may decide independently: _____

Decisions requiring other approval: _____

Staff, volunteer, financial, and administrative support: _____

First-year priorities (from Appendix B): _____

Compensation and Search Conditions

Approved compensation range: _____

Housing, benefits, insurance, and retirement considerations: _____

Relocation and ministry-expense arrangements: _____

Candidate travel or interview expenses: _____

Position-profile approval/date: _____

Confirm applicable tax, employment, and denominational rules with qualified advisors. Do not use family status, age, health, or other unrelated personal characteristics as informal substitutes for job-related requirements.

Part 2: Public Opportunity Announcement Template

SENIOR / LEAD PASTOR | [CHURCH NAME] | [CITY, STATE]

About our church: [A concise, accurate description of mission, doctrinal identity, congregation, and community.]

Our current season: [Why the position is open and the opportunities and challenges the next pastor will enter. Do not disclose private personnel matters.]

The position: [Essential responsibilities, accountability relationships, and expectations.]

Essential qualifications: [Biblical and doctrinal requirements and role-related competencies.]

Compensation: [Approved range or clear explanation of the process.]

To apply: [Application link or instructions; résumé, ministry testimony, doctrinal responses, preaching samples, and other genuinely necessary materials.]

Search contact: [Approved candidate communication contact]

Application review timing: [Honest estimate if one exists, not a guarantee]

Approval and Publication Check

- ☐ Matches the approved internal role profile
- ☐ Compensation parameters are approved
- ☐ Governance and responsibilities are accurate
- ☐ Confidential church or candidate information is excluded
- ☐ Search leader and authorized church leadership have approved publication