

**Sample Position Description:
Pastor/Resort Missions Director
Steve Hoekstra and Bill Black**

**Pastor/Resort Missions Director
Job Description**

POSITION:

Pastor: _____ Church
(Name of Church)

Resort and Leisure Missions Director: _____ Resort Ministries
(Name of Ministry)

TITLE: Pastor/Director

PRINCIPLE FUNCTION:

It is the need of the local church to provide opportunity for evangelism, church growth, ministry, and missions both locally and worldwide. The Pastor/Director shall lead the church in discovering the opportunities and implementing plans to meet those needs. The Pastor/Director shall also be responsible for leading the church in planning, conducting, and evaluating programs of resort and leisure ministries for those people who live, work, and play in the resort settings and industries of their area. It is recognized that the church located in or near the resort and leisure setting must see its pastor as equally pastor of the local church and director of the resort and leisure ministries.

QUALIFICATIONS:

1. Hold a degree from an accredited college, university, or Baptist seminary.
2. Be a member of a Southern Baptist church in good standing.
3. Have a Christian testimony as to conversion and call.
4. Hold a commitment to local, state, and worldwide missions.
5. Be familiar with the work of the _____ the _____
(Association Name) (State Convention Name)
and of the SBC.
6. Have a commitment to the statement of the *Baptist Faith and Message* adopted by the SBC.
7. Be an individual of good report as to personal conduct in home, business, and church.

RELATIONSHIPS

1. The Pastor/Director shall be selected by the personnel or pulpit committee of the _____ (name of church) and, upon their recommendation, be elected by the members of that church in church conference.

2. The Pastor/Director shall be responsible to the _____ (Name of church) for all actions in relation to the church program and resort and leisure ministries.

3. The Pastor/Director shall make a monthly report and an annual report to the _____ in church conference.
(Name of church)

4. The Pastor/Director shall be subject to the policies and guidelines established by the Personnel Committee of the _____ (name of church) in relation to salary, vacation time, sick leave, revivals, conferences, conventions, and so forth.

RESPONSIBILITIES — Church:

To serve as pastor of _____. In this capacity the Pastor shall: _____ (Name of church)

(The following guidelines are in no particular order.)

1. Plan and conduct meaningful Sunday worship services.
2. Guide in the planning and conducting of meaningful Bible studies as the church body has need. This will include but not be limited to Sunday School for all ages, any weekday studies, special studies such as January Bible studies and missions studies, Vacation Bible Schools, and other opportunities.
3. Oversee and give direction to the deacons.
4. Participate in the planning of training for lay leaders within the church in all areas of ministry.
5. Lead the church body to understand their special call to missions and ministry locally as well as worldwide.
6. Lead the church in the area of financial management and stability.
7. Provide for the opportunity of counseling—spiritual as well as emotional—for the church, as well as for the community at large. The Pastor/Director can do this personally or by recommending people qualified in special fields.
8. Lead the church in improving skills in leading others to Jesus as personal Lord and Savior.
9. Lead the church in personal witnessing.
10. Lead the church in dreaming the dreams for the future of that portion of the kingdom given into their responsibility.
11. Seek constantly the edification of the local body of Christ. The Pastor/Director shall work with other denominations in promoting the good of the church as a whole.
12. Continually pursue personal spiritual growth, mental growth, and physical conditioning.

13. Oversee and give direction to the Church Council.
14. Plan for and provide opportunities for church fellowship.
15. Oversee the planning for and conducting of meaningful baptismal services and Lord's Supper services.
16. Oversee the administration of the church.
17. Lead in developing a current mission statement for the church and a constitution and by-laws for the church with which the church functions.

RESPONSIBILITIES — Resort and Leisure Ministry:

To serve as the Director of _____ . In this capacity, the director shall: _____ (Name of program)

(The following guidelines are in no particular order.)

1. Direct the planning, coordination, conducting, and evaluating of resort and leisure missions efforts in the resort and leisure community as related to the _____ (name of church). Ministries shall be developed as an outreach effort of the local church.
2. Participate in at least one resort and leisure ministry program as an example to the congregation.
3. Work with the _____ (name of church), _____ (name of association), _____ (name of state convention), and the North American Mission Board to recruit volunteers and mission groups for the resort and leisure ministry programs.
4. Plan and coordinate training and supervision for all volunteers and paid resort ministry workers in proper relationship to the ministry of _____ (name of program).
5. Coordinate the resort and leisure ministry efforts of _____ (name of program) with the church calendar of events.
6. Supervise the inventory, care, repair, and storage of _____ (name of program) equipment. Recommend acquisition of equipment and purchase it as authorized by the budget of _____ (name of program).
7. Prepare and administer the resort and leisure ministry in keeping with the policies of _____ (name of church).
8. Administer and account for all funds within the framework of the _____ (name of program). Monthly financial reports shall be made to the _____ (name of church).

SUMMARY

A church in or near a resort and leisure setting must see itself as the ministering body to the local people, as well as to the seasonal workers and short-term guests of that setting. There is really no way for a church to issue time constraints upon the Pastor/Director in this type of

setting any more than it should allot time to be spent with each person, family, or church program. A total strategy for the church, as functioning in the community, must be outlined and adopted by the church. This will include resort and leisure ministries, as well as all other programs of the local church. Ideally, these will combine to complement each other and to provide avenues in which members express their own call to Christian service. Due to the seasonal nature of resort and leisure ministries, more time will be expended at peak season than in off-season. In a well-designed strategy, this will be taken into account and planned for. A church in or near a resort and leisure setting must see that the main potential for evangelism, ministry, and church growth will be in the area of resort and leisure ministries. This is due to the fact that so many of the local people, as well as the workers and guests, are involved in some way in those settings. To reach people we must be among them.

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