

Job Description: Church Pastor - Trinity Baptist Church

Position Title: Church Pastor

Location: Trinity Baptist Church 1424 Griffith Way, Douglas, WY 82633

Employment Type: Part-Time \$3,000- 5,000 month Depending on qualifications and use of the personage.

Reports To: Church Board - Congregation

Overview:

Trinity Baptist is a small, Baptist church dedicated to fostering a conservative welcoming community of faith. We are seeking a motivated and organized Church Pastor to support the church's mission and operations. This role will be integral in managing administrative tasks, facilitating communication, and ensuring smooth week to week operations.

Key Responsibilities:

- **Administrative Support:** Provide administrative support to the board and church leaders, including helping to scheduling meetings, managing correspondence, and maintaining records.
- **Communication:** Serve as the primary point of contact for church members and visitors, responding to inquiries via phone, email, and in-person.
- **Financial Management:** Give input on financial needs such as budgeting, soliciting donations, and collaborate with the finance team to prepare financial reports.
- **Event Coordination:** Work with various committees on coordinating church events, including worship services, community outreach programs, and church gatherings.
- **Facilities Management:** Provide input on maintenance needs and organization of church facilities to ensuring a welcoming, safe environment for all members.
- **Volunteer Coordination:** Give input on the recruitment, training, and coordination of volunteers for various church activities and events.
- **Social Media & Marketing:** Provide feedback for the church's social media accounts and help create promotional materials to engage the community.
- **Church Growth:** Actively seek to grow congregation spiritually and numerically.

Qualifications:

- Strong organizational and multitasking skills.
- Ability to get pastoral certifications as per church constitution and by laws in 1 year time frame.
- Excellent communication and interpersonal abilities.
- Proficient in Microsoft Office Suite and church management software (experience with Excel / Word is a plus).
- Understanding of Baptist beliefs and practices, with a commitment to the mission and vision of Trinity Baptist Church.
- Experience in a church or nonprofit administrative role is a plus
- Ability to work collaboratively in a team-oriented environment.

Personal Attributes:

- A deep commitment to faith and service.
- A friendly and approachable demeanor.
- Attention to detail and a high level of integrity.
- Ability to handle confidential information with discretion.
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Application Process:

Interested candidates should submit a resume, cover letter, and references to kpagett@gmail.com by January 7, 2025. Background check will be required.

Join us in our mission to serve our community and grow in faith together!

Questions or additional details about the position please reach out to:

Kevin Pagett

307-359-3420 Text is fine too.

kpagett@gmail.com