

Lead Pastor Job Description

Updated 06/02/26

Harmony Baptist Church (HBC) is seeking a Lead Pastor. See the job description below for details. Applications (Resume and Cover Letter) must be submitted via email to myharmonybaptistchurch@gmail.com or in writing to Harmony Baptist Church, 4103 Ellwood Road, New Castle, PA 16101 ATTN Church Administrator.

Church website: www.myharmonybaptistchurch.org

Church office hours: Tuesday and Thursday 9:30 a.m. to 3:30 p.m.

Church phone number: 724-924-9300

Contact person: Alissa Campbell, Church Secretary

POSITION: Lead Pastor

Reports To: Board of Deacons

General Description

The Lead Pastor serves as the primary spiritual leader of Harmony Baptist Church and works collaboratively with the Board of Deacons in matters of doctrine, vision, and church governance. The Pastor is accountable to the Board of Deacons and the congregation in accordance with the Church Constitution and Bylaws. Regular communication, mutual submission, transparency, and unity are expected in all leadership interactions. The Lead Pastor provides spiritual, pastoral, outreach, administrative, and servant leadership to the congregation at Harmony Baptist Church so that the congregation might fulfill its mission as a light of Christ to the City of New Castle and surrounding area.

The Lead Pastor relates to and connects with multiple generations and a diverse congregation in a primarily rural environment. The Lead Pastor is primarily responsible for communicating God's Word, ministering to spiritual needs, and providing biblical leadership for the Church.

Ministry Requirements

1 Timothy 3:1-7

Titus 1:5-9

1 Peter 5:1-4

Duties and Responsibilities

A. Preaching and Worship Leader

Prepares and delivers messages that are Biblically based, creative, and thought-provoking to challenge the congregation to become more fully devoted followers of Christ.

1. Leads evangelistic efforts through preaching and giving invitations during worship services, visitation and outreach efforts.
2. Oversees planning special worship programs and events.
3. Performs sacraments such as Communion, Baptism, Dedications and extends Right Hand of Fellowship.

B. Visioning and Discipleship

1. Provides leadership for the church.
2. Directs plans for ministry and Church growth, develops and fine-tunes the Church vision and mission based on the agreed-upon philosophy of the congregation.
3. Assesses educational programs and resources to ensure their integrity.
4. Ensures that all classes (Bible studies, Sunday School, etc.) adhere to basic Biblical doctrines.

C. Staff Relations

1. Oversees and manages Church discipline and conflict.
2. Seeks to reconcile relationships and promotes unity within the Church.

D. Pastoral Care

1. Motivates, equips, and nurtures the members of HBC through leading by example, preaching and teaching God's Word and maintaining care group ministries.
2. Spends significant time in prayer and Bible study.
3. Contacts/visits hospitalized or grieving Church members.
4. Officiates at weddings and funerals.
5. Provides premarital counseling, counseling regarding salvation and spiritual issues, and other forms of counseling for Church members.

Qualifications/Experience

- A. The incumbent for this position must:
1. Possess leadership ability.
 2. Be an effective communicator with experience in teaching and preaching.
 3. Have experience in leading others to Christ and counseling.
 4. Be licensed and ordained
 5. Have a minimum of an associate degree (or currently pursuing a relevant degree) and 3-5 years of Pastoral experience (preferred but not required).
- B. The Incumbent must possess the following spiritual gifts and traits. Must:
1. Have a personal relationship with Jesus
 2. Be a stable, mature Christian
 3. Be Compassionate
 4. Be discreet
 5. Have a passion for shepherding and equipping others for Christian ministry
 6. Model servant leadership, integrity, humility and accountability
 7. Promote unity within the church body
 8. Exercise wise stewardship and sound judgment in spiritual, administrative, and financial matters
 9. Be purpose-driven, a good communicator, an encourager, a mentor, peaceful, patient, apt to teach, gentle, not quick tempered

Church History

Harmony Baptist Church was constituted on November 2nd, 1849. Groundbreaking for the present new church took place on October 2nd, 1966. Originally Harmony Baptist Church was associated with the American Baptist Churches (A.B.C.) but the decision was made to withdraw from the A.B.C. in 2002 and the church remains an independent Baptist Church with a world-wide Missionary emphasis.

Harmony Baptist Church, in many ways, still worships in a traditional service using hymns, choruses and Bible-oriented preaching. In recent years the use of more Contemporary Christian music has become a part of the music ministry, but it still remains a moderately-sized country church (100-150 people average attendance) that is well known in the New Castle and Ellwood City, PA area.

Application Requirements and Process

All interested and qualified individuals must submit an initial Candidate Package consisting of the following information:

1. A current resume that includes a summary of relevant ministry, professional, and educational experiences.
2. Copies of ministerial license and ordination certificate
3. Official transcripts for all degrees and graduate studies
4. Names, numbers and email addresses of four references (at least two clergy and one layperson)
5. Two sermons preached within the past 6 months. Please provide a link to access sermons (i.e. Facebook, YouTube, church website). Sermons may also be submitted on a USB drive to the HBC address above.
6. A statement of how you believe HBC would benefit from your leadership and your vision.
7. Provide any additional information you would like to share with the Pastoral Search Committee.

Final candidates will be notified and asked to provide additional information later in the selection process. Final candidates must consent to a full background check including criminal history, a drug screening test, and a credit and financial history review. Please direct all inquiries to the Church Administrator listed above.