

Who Develops the Job Description and Compensation Package?

These matters must be clearly outlined and agreed upon by the congregation prior to searching for a new pastor. With regard to the duties (job description), be sure to involve the committee or body that will supervise the pastor (to whom he is responsible). See Appendix 3 – Sample: Pastor’s Job Description. Also, use the information received from the Church Questionnaire to make sure that the job description addresses the concerns and expectations of the congregation.

The Finance Committee should be responsible for determining the budget allocations for the compensation package of the pastor. The Search Committee should be prepared for negotiations with the Finance Committee and the pastor in regard to the appropriation of the total compensation package. It is a difficult task to represent both the pastor’s needs and the financial ability of the church in regard to compensation. (See Appendix 4 - Compensation Worksheet.)

*The **Texas Baptist Leadership Center, Inc.** of the Baptist General Convention of Texas at toll free 1-888-447-5143 can be helpful with getting compensation reports of similar size churches for the committee to consider. Make sure you research the subject thoroughly from both the pastor’s perspective and the reality of your church budget.*

*After negotiating both the job description and the compensation package, provide a **written recommendation** to the congregation for an official vote to avoid any misunderstandings. It should include:*

Duties of the pastor.

Specific tasks expected by the congregation.

Salary and provisions of the congregation for pastoral support.