

## Grace Bible Church Position Description

Job Title: **Associate Pastor**

Reports to: Senior Pastor and the Elder Board

### Overview

The Associate Pastor will assist the Senior Pastor in caring for the spiritual life of the congregation of people called Grace Bible Church. He and the Senior Pastor will be responsible to oversee the teaching and preaching of the Word of God in all aspects of the church ministry. They will also work with the Elders and lead the staff (paid or volunteer) to accomplish the mission, vision, and strategy of this church congregation.

*It is also anticipated that the Associate Pastor will succeed to the Senior Pastor position when our current Senior Pastor retires. (The timing of his retirement is negotiable. He is 68.)*

### Our Commission, Vision, & Strategy

The commission of Grace Bible Church (based on Matthew 28:19-20 and Ephesians 4:11-16) is to Make Christ Known to a world in need, to Edify Believers by Word and deed, and to Equip Believers to plant His seed.

Our vision is to evangelize unbelievers, and to encourage and equip believers in the greater Coeur d'Alene area. We therefore "preach, warning *every man* and teaching *every man* in all wisdom, that we may present *every man* perfect in Christ Jesus" (Colossians 1:28 *italics added*).

Our strategy is to preach the Word of God with application to the personal life, to provide a setting for vibrant worship and fellowship, and to equip those in the congregation to do the work of the ministry (both evangelism and edification).

### General Responsibilities

- He will help shepherd the congregation of Grace Bible Church.
- He will help preach and teach the Word of God in the congregation.
- He will help provide vision and leadership to the church staff and congregation.
- He will report to the Senior Pastor and the Elder Board.
- He will be a voting member of the Elder Board.
- He will focus on:
  - Expository Bible Teaching. To teach the Scripture primarily through expository preaching which educates the congregation to a specific Bible text and challenges them to live out that text through personal transformation in the power of the Holy Spirit of God.

- **Shepherding.** To love and encourage each family and person in the congregation through personal involvement with staff, lay leaders, and congregation. To exercise a deeper level of shepherding with an assigned portion of the congregation.
- **Counseling.** To be active in using the Word of God to counsel those in the congregation and (sometimes) in the community, using the tools and methods of historic Biblical Counseling as modeled by the Association of Certified Biblical Counselors, the International Association of Biblical Counselors, or like-minded associations.
- **Administration.** To effectively plan and lead any church or outreach ministry assigned to him by the Senior Pastor, and to support the financial strength of the ministry.

### **Personal Qualifications**

- Blameless in the qualifications of 1 Timothy 3:1-7, Titus 1:6-9, and 1 Peter 5:1-4 including:
  - Married (and not remarried unless his first wife is deceased)
  - At least some children old enough to demonstrate the parents' godly parenting
  - Disciplined and sober in all areas of life
  - Effective handling of personal finances
  - Self-controlled in the areas of anger and morality
  - Seasoned in his walk with the Lord
- His wife shares his passion for shepherding ministry.
- Demonstrates the Fruit of the Spirit in his life (Galatians 5:22-23)
- Has a personal commitment and practice of regular Bible reading & study, prayer, and Scripture memorization & meditation
- A servant leader (Matthew 20:25-28)
- Gracious, personable, and loving to everyone (believer and unbeliever alike), fully embracing every person's value as made in the image of God
- Substantial theological agreement with the Statement of Faith of Grace Bible Church
- Substantial practical agreement with the Bylaws of Grace Bible Church
- Persuaded that the Textus Receptus is the most accurate Greek manuscript of the N.T. (Meaning he will preach from either the King James or New King James Versions of the Bible)
- Supportive of both career and short-term missionary outreach from the church
- Able to encourage and equip leaders from within the congregation
- Committed to protect and encourage the spiritual health of families in the congregation
- Committed to disciple and mobilize men in the congregation into healthy leadership
- Committed to people *in* the congregation, not to seeking to grow the *size* of the congregation

### **Education, Skills, & Experience**

- Minimum Bible School or Bible College graduate, or equivalent experience
- Demonstrated track record in expository preaching and teaching that changes lives
- Trained in or supportive of classic (often called *nouthetic*) approach to Biblical counseling
- Demonstrated leadership skills in ministry and/or business
- Ability to lead a congregation of 350 people with expected growth