

# Pascack Bible Church

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181 Piermont Avenue, Hillsdale, New Jersey 07642

Senior Pastor

## Position Description

The role of the Senior Pastor (SP) is to oversee the life and direction of the church along with and under the guidance of the Elders. Pascack Bible Church (PBC) is an Elder-led church, and the SP is an ex-officio member of the Elder board. The SP and Elders will cooperatively guide and equip the body of PBC to carry out the Lord's mission and vision for the church. On the part of the SP, this will require extensive Biblical and theological proficiency, critical thinking skills, leadership gifts, complete trustworthiness, and an ability to communicate effectively. The SP will be responsible for the following:

### 1. Preaching and Teaching

The SP will be the primary, but not sole, preacher and teacher in the worship services of the church, and will ensure the doctrinal consistency of the PBC pulpit in consultation and agreement with the Elders.

- a. Provide sermons on approximately 45 Sunday mornings annually, which are primarily expositional sermons with occasional topical sermons.
- b. Work with the Elders to define an annual schedule of instruction that will scripturally address the needs and issues within the congregation both foundationally and symptomatically.
- c. Oversee and align all of the various teaching ministries of the Church doctrinally and strategically.
- d. Assume other teaching responsibilities outside of the Sunday worship service, as the opportunity arises.
- e. Train current and potential Elders in theology and biblical leadership.

### 2. Vision and Leadership

Together with the Elders, the SP will cast the vision for the church and ensure that the various ministries of PBC are aligned with the vision. The SP will exercise leadership both directly and indirectly in this process.

- a. Acquire the vision, in concert with the Elders, by immersion in prayer, seeking the Spirit, the study of Scripture and its application in the current cultural context.
- b. Equip and empower lay leaders to effectively carry out their ministries. The SP will lead current ministry leaders in identifying and developing future leaders for their ministries.
- c. Alongside the Elders and other lay leaders, the SP will work to equip the congregation of PBC, both for ministry and for living out their faith. This will occur primarily through preaching and teaching, but will also require additional equipping opportunities.

### 3. Personal Care

The SP must recognize the importance of committing significant time to personal spiritual growth, independent Bible study, and prayer.

- a. Spend time regularly in Bible study and prayer for personal spiritual growth, outside of the study required for preaching and teaching.
- b. Take one month vacation time each year; have one to two days off each week.
- c. Attend relevant pastoral seminars and conferences.

- d. Have a personal mentor or counselor, selected in consultation with the Elders, to meet with on a frequent and consistent basis, to encourage emotional, spiritual, and physical health.

#### **4. Pastoral Care**

The SP will be responsible for empowering the PBC body to care for each other, for providing limited pastoral care, and for officiating at special occasions.

- a. Provide individual pastoral care on a limited basis to church members or regular attendees. The SP will refer to professional counselors whenever appropriate and necessary.
- b. Equip and empower the Elders and other lay leaders to provide pastoral care for their fellow congregants. The SP will promote a culture of group-based care, rather than a culture of pastor-only care.
- c. The SP will officiate at weddings, funerals, child dedications, and baptisms. On occasion, an Elder or other leader may officiate as needed.

#### **5. Administration**

The SP will be responsible for the oversight and hiring of staff, and will equip and empower the Finance Committee to oversee the financial functions of the church, in alignment with the vision.

- a. Lead the weekly staff meetings, and empower the staff to carry out their duties with greater ownership and effectiveness.
- b. Present a monthly written report to the Elders detailing the church's progress toward its vision and stated goals, including the functional operations of the church and its ministries.
- c. Be responsible for the hiring and dismissal of the pastoral and office staff, after consultation and guidance from the Elders. This includes written performance reviews of the pastoral and office staff, in consultation with the Elders, on an annual basis, and annual recommendations to the Elders and the Finance Committee regarding salary adjustments.
- d. Prepare an annual report for the Elders and the congregation on the state of the church.

#### **General:**

- a. The SP will report directly to the Elders, who will review his job performance on an annual basis.
- b. The SP's performance will be weighted against: 1. Preaching and Teaching (40%), 2. Vision and Leadership (25%), 3. Personal Care (15%), 4. Pastoral Care (15%), and 5. Administration (5%).

#### **Character, Skills, and Experience Required:**

- a. Must have the character traits reflecting the biblical qualifications for an Elder (I Timothy 3; Titus 1; I Peter 5:1-4). The "above reproach" standard mentioned in I Timothy 3:2 is of paramount importance.
- b. Must have a burden for the lost and a love for the Church (both local and universal).
- c. Must know and be able to solidly exegete the Word of God (II Timothy 2:15) and communicate its truth effectively.
- d. Must be ordained or willing to go through the ordination process.
- e. A minimum of a bachelor's degree is required. A seminary master's degree is preferred. Biblical studies coursework on either the undergraduate or graduate level is required.
- f. A minimum of 3 years' experience in preaching, teaching, and pastoral care preferred.
- g. Experience in vision casting and church growth preferred.
- h. Must have good interpersonal and leadership skills, and be able to empower others to lead and serve.