

Parkside Bible Church
LEAD PASTOR: JOB DESCRIPTION
(June, 2024)

JOB TITLE: Lead Pastor (Roles: Shepherding through Preaching/Teaching and Leadership)

REPORTS TO: Elder Council

MAJOR AREAS OF RESPONSIBILITY:

1) Preach and teach God's Word (40%/20 hours)

- Preach at Sunday worship services 40-44 Sundays/year.
- Be faithful to Scripture and seek to help the congregation understand and apply the message to their lives.
- Prepare and lead targeted seminar-style training as needed.
- Set aside regular times of study in order to be personally equipped for sharing the Word with others

2) Provide leadership, vision, and overall direction for the church (30%/15 hours)

- The Lead Pastor of Parkside will provide the directional leadership for the church and work with the Elders to develop and articulate the vision, mission, values, and ministry initiatives, which in turn will guide ministry decisions and priorities regarding staffing, programming, and budgeting.
- The Lead Pastor is empowered to manage and direct the staff, resources, and ministries of the church, as agreed-upon by the Elder Board, to accomplish the mission and set the long-term direction of the church.
- Lead the church in developing and maintaining a Discipleship Pathway
- Develop and implement a recurring Leadership Development Process
- Seek God regularly in prayer for direction for the church
- Cast vision for the church in collaboration with the elders and convey that vision through preaching, at congregational meetings, and other appropriate settings
- Serve as an ex officio member of all church committees in order to maintain mission alignment of all Parkside ministries. Participate in meetings when available, and often enough to understand their level of function.
- Delegate appropriate ministry tasks to others in order to help them develop and grow in their areas of spiritual gifts
- Provide vision and supervision of an effective Small Group Ministry. Administration of small groups may be delegated to a qualified person.

3) Supervise the church staff (15%/7.5 hours)

- Conduct weekly Staff Meeting
- Lead Staff in developing and maintaining a process of assimilation of new attenders and follow-up of existing attenders.
- Participate in all human resource decisions for church staff
- Provide direction, encouragement, and ongoing supervision for all paid staff
- Provide regular feedback to staff regarding performance, including an annual written performance review.
- Lead staff in developing their ministry goals and accountability in pursuing those goals.
- Recommend new staff positions as needed to the Board of Elders

4) Provide Gospel Shepherding and Biblical Counseling (10%/5 hours)

- Provide counseling services as needed, referring long term counseling needs to outside Christian counselors
- Actively participate in the life of the church and its members
- Visit the sick and elderly as available
- Perform weddings and funerals for church members as requested

5) Other (5%/2.5 hours)

- Participate in neighborhood and community events as time allows
- Participate in discipleship and multiplication across the Northeastern District
- Other projects and duties as deemed necessary by the Elders

KEY SKILLS AND ABILITIES:

- 1) Ability to consistently teach the Bible in a way the average person can understand
- 2) Ability to show care and compassion to people with diverse needs
- 3) Ability to lead both small and large groups
- 4) Ability to manage and prioritize multiple tasks and competing demands for your time
- 5) Willingness to submit to the church constitution, the board of elders, and the official decisions of the membership of the congregation

EDUCATION AND EXPERIENCE REQUIREMENTS:

- I. Seminary education plus 10 years of ministry experience, 7 of which involve preaching ministry or significant teaching
- II. Demonstrated life of moral and ethical purity, together with the qualities of an elder as described in 1 Timothy and Titus

- III. Be willing to seek continuing education to be licensed, credentialed, and ordained in the Christian & Missionary Alliance

Parkside Bible Church **Lead Pastor Profile**

(June, 2024)

SENIOR PASTOR REQUIREMENTS (FROM PARKSIDE CHURCH BYLAWS)

The senior pastor shall have oversight of this church. He shall be chairman of the governance authority except as he may choose to proceed according to the provisions in Article VI. He shall preside at all regular or special meetings of the church membership. He is a member ex officio of all church committees and organizations. When the membership has no pastor, the chairman or vice chairman of the governance authority shall have oversight of the church in conjunction with the district superintendent. The senior pastor shall be the president of this church where such office is required by law. (ARTICLE IX, Section 1.)

PREFERRED INDICATORS

As we search for the man God has already chosen to be the next Lead Pastor of Parkside Bible Church, the Leadership Team has been led by the Holy Spirit to seek a man who meets the following indicators. These are only 'Indicators'. It is not expected that anyone person would meet all these indicators. We are certainly willing to have a conversation regarding indicators which are not met, recognizing that these indicators are not a representation of the will of God. We embrace the fact that no man is perfected in his Christian walk, but we seek a man who is living for Christ and growing in pursuit of the traits as listed below.

Education and Experience

1. Graduate of a highly regarded seminary with at least Master of Divinity preferred.
2. 10 years of ministry experience, 7 which involve preaching ministry. Experience as a Lead Pastor of a multi-staff church preferred.
3. Biblically qualified to serve as an Elder

Personal and Family Life

1. He and His Family Sense a Calling from God to Serve as Lead Pastor of Parkside Church. (John 10:2-4 and 14-16)
2. He is a Mature but Still Growing Believer in Jesus Christ, Exhibiting the Fruit of the Spirit (Ephesians 4:14-16; Philippians 3:12-15; II Peter 1:3-9; I Timothy 3:6, Galatians 5:22-23; Colossians 3:12-14; Titus 1:7-8)
3. He Satisfies the Requirements and Demonstrates the Core Beliefs Reflected in the Parkside Constitution and Bylaws.

4. He Regularly Practices Core Spiritual Disciplines (Philippians 4:6-8; Ephesians 3:16-19)
 - a. Has an active prayer life
 - b. Engages in personal Bible study
 - c. Engages in personal devotional time (silence and solitude)
 - d. Utilizes accountability partner(s)
5. He Leads His Family in Accordance with Scripture (I Timothy 3:4-5; Titus 1:6)
6. He Understands Biblical Manhood, Womanhood and Parenthood and Applies these Concepts to His Life and Ministry (Proverbs 31:10-31; Ephesians 5:22-33; Ephesians 6:1-4; I Peter 3:7)
7. Is able to connect with people, seeing their value to God rather than because of his own personality preferences. Living intentionally to reflect Christ in interactions with others.

Ministry Competencies

1. His Preaching (*Proclaiming the Word of God and Compelling Listeners with the Truth of Scripture*) and Teaching (*Explaining the Truth in Scripture and Helping Apply God's Word to Daily Life*) are Biblically Grounded and Centered (2 Timothy 3:16-17; Titus 1:9)
 - a. Preaching and teaching are expository in nature, focused upon and led by the biblical text
 - b. Recognizes the power of the Holy Spirit to work through God's word
2. He Exhibits Proven Spiritual Leadership (Philippians 2)
 - a. Can equip the congregation and staff to read and understand the Bible
 - b. Can equip the congregation and staff to grow in their spiritual walk with Christ
 - c. Can draw non-believers to Christ and make Christ's love known to them
 - d. Can help others fall in love with Christ and His Word
3. He Exhibits Proven Organizational Leadership (1 Peter 5:1-3)
 - a. Listens to God
 - b. Leads by example
 - c. Communicates Biblical Truth, driving and shaping the preaching
 - d. Inspires clear vision
 - e. Shapes the church culture
 - f. Drives forward the mission and core strategy of the church
 - g. Maintains the mission alignment of Parkside ministries
 - h. Empowers others to express their gifting
 - i. Oversees the Staff Team

Theological Affirmations

1. Affirms the Christian & Missionary Alliance Statement of Faith
2. Is able to maintain core theological positions, while being able to winsomely and humbly agree to disagree with non-essential theological preferences.
3. Agrees with the pre-millennial position of Parkside Church.
4. Does not seek to be divisive on 'trendy' theological nuances which have conflicted many churches (i.e.: Wok-ism; Young, Restless & Reformed; the Atonement; strict Calvinism; Emergent Church; etc)

Parkside Bible Church
LEAD PASTOR: EMPLOYMENT AGREEMENT
(June, 2024)

1. Compensation: Starting compensation is \$90,000-100,000 based on experience. Our commitment is to provide an income which will enable you to live comfortably in the Watertown market at a level comparable to the average family in a similar life-stage at Parkside. The starting salary will allow the use of housing allowance, retirement, insurance, and all other allowances. Pastoral employees are responsible for their taxes. Compensation will be reviewed annually and established by the Board of Elders.
2. Insurance: Parkside will work with the Lead Pastor in providing health insurance. This may involve reimbursing the Lead Pastor for an individual policy or the church securing a group policy. With the changing nature of the health insurance industry, the policy will be reviewed regularly to ensure the most reasonable and affordable coverage for the Lead Pastor and family. (See *Employee Handbook*)
3. Vacation: After the first six months of employment, the new Lead Pastor will be able to resume his current vacation allotment. There will also be allowance for two additional Sundays away in a year for personal reasons. Vacation time will increase one day per year of employment up to a maximum of 5 weeks. Requests for time away will be approved by the Elder Chairman. (See *Employee Handbook*).
4. Evaluation: Will be evaluated quarterly by the Elder Board for the first year. Following the first year, evaluations will be at least yearly.
5. Work Schedule: Given that most secular employees will work a 40-45 hour/week job and then give several hours a week to the church through attendance or service, the Pastoral Staff at Parkside will model industriousness by generally working 45-50 hours per week. It is recognized that some weeks may be more, but some will also be less.
6. Must establish consistent office hours in conjunction with the other staff.
7. Is encouraged to make it a habit of being 'away from the job' for a 24-hour time period each week.
8. Will be given sufficient time for personal and ministry development with the approval of the Elder Board. This is in addition to vacation time. Funds will be budgeted for conference expenses as detailed in the Employee Handbook.
9. Parkside will assume all reasonable expenses in relocating the Lead Pastor to Watertown. Receipts will be reimbursed by the Treasurer.
10. Documented mileage reimbursements will be given at current IRS established rate.

11. Parkside will reimburse the Lead Pastor for all ministry expenses as established in the Annual Budget. As per IRS guidelines, receipts must be submitted for reimbursement.
12. It is expected that The Lead Pastor will seek and/or maintain Ordination with the CMA Board of Ministerial Standing.
13. Will be encouraged to take a sabbatical as per the Sabbatical Policy in the Parkside Employee Handbook.
14. Termination: To follow the procedure established in Article XIII of the church's By-Laws.