



857 Easton Road, Bethlehem PA 18015

(610) 838-3111 | [info@sauconbfc.org](mailto:info@sauconbfc.org) | [www.sauconbfc.org](http://www.sauconbfc.org)

## **Associate/Assistant Pastor Job Description/Qualifications**

### **Ministry Needs of the Church:**

- Small Group coordination, formulation, leadership development. – Having a man dedicated to focus on this ministry as a primary responsibility is key to its growth, and the growth of this ministry is vital to the health & growth of our church. The candidate will be responsible for vetting curriculum, recruiting and training small group leaders, placing new attenders/members into small groups, and assisting group leaders with any needs.
  - The Senior Pastor will provide the Pastoral Assistant with the vision for small group ministry in order to ensure unity in philosophy of ministry.
- Evangelism Training – Using a curriculum such as Evangelism Explosion’s ‘Everyday Evangelism’, or EV2 (or another elder approved curriculum), the candidate will seek to create a culture of lifestyle evangelism in the Saucon Community Church. The chosen curriculum and administration thereof will inspire evangelism in congregants without pressuring them away from it.
- Men’s Ministry – The candidate will coordinate Men’s Breakfasts and other events that will encourage, strengthen, and train men in our congregation to do the hard & necessary work of shepherding and discipling their families Biblically.
- Assimilation/Visitor Follow-up – While this ministry is in large part dependent upon visitors to avail themselves to such efforts, the candidate will be the primary contact for new people, and will seek to assimilate them into the life of the church.
  - This candidate could oversee the greeter ministry as part of this responsibility.
- Shepherding/Visitation – as a member of the pastoral staff, the candidate will willingly engage in shepherding the flock through visitation, counseling, prayer, and encouragement as needed.
- Teaching/Preaching – The candidate will assist the Senior Pastor in teaching Wednesday Night Bible Study, preaching Sunday morning Worship, teaching membership classes, and other occasions as needed.
- Participate in Sunday Morning Worship as MC, Scripture Reading, Prayer, Communion, etc...



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## **Hours/Schedule**

The position has been approved as a full-time position with a weekly commitment of 40 hours, which includes Sunday morning and Wednesday night, understanding that some weeks will require more, and some weeks less.

We understand the flexibility that pastoral ministry requires, and therefore we are not looking for an office dweller to answer the phone and be present for impromptu office visitors. A presence in the office will be required, and while there will certainly be accountability, the chosen candidate will need to be a man of integrity, self-motivated, passionate and diligent to fulfill the responsibilities, understanding that pastoral ministry is not a 9-5 kind of job.

Attendance at Elders meetings is required, with exceptions as needs arise.

## **Spiritual/Theological/Philosophical Requirements:**

The Saucon Community Church lives by Sola Scriptura, and the chosen candidate will passionately hold to this concept as well. Thus, the requirements for eldership in 1<sup>st</sup> Timothy 3 & Titus are vitally important in this process.

The candidate must agree with & be passionate about the BFC Articles of Faith, but more specifically, he must be passionate about Reformed theology and a Biblically faithful philosophy of ministry that emphasizes and trusts in God's absolute Sovereignty even while understanding God's Sovereign choice to use people in His great plan of redemption.

Our church being overwhelmingly conservative because of our faithful adherence to Scripture, the successful candidate will have a Biblical worldview in shepherding the flock

Ministries such as John MacArthur's, R.C. Sproul's, G3 Ministries, Founder's Ministries, & the like will be familiar to, and favorable to the chosen candidate.

## **Personal Requirements:**

The chosen candidate will be a teachable, trainable, but capable shepherd, which is to say, he will be a 'people person'. His gifts will be for use with God's people even outside of teaching them.

The chosen candidate will be a man of compassion and grace and will continue to grow in his ability to be patient with God's people.

The chosen candidate will be devoted first to God, then his family, then the church. He will seek to shepherd his own family well, strive to be spiritually and physically disciplined, and willing to associate with unbelievers in the community with the hope of an evangelistic appointment from God.



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### **Occupational/Educational Requirements:**

Initiative, diligence, consistency, and perseverance will be habitual in the chosen candidate. A growing set of organizational skills will be required, along with the ability to manage his time wisely, and see projects and tasks through to completion.

The chosen candidate will like reading and will be well read, especially in Reformed Theology and Biblically conservative ministry materials.

Formal education is a useful & helpful endeavor, however, the inward call of the chosen candidate will be determined beyond formal educational credentials esteemed by the world and much of the universal church.

### **Compensation:**

While a preliminary annual salary package of \$60000.00 has been approved, experience and needs will further clarify the package for the chosen candidate.

### **Contact To Be Considered:**

Send Resume and Cover Letter to [strunk.kas@gmail.com](mailto:strunk.kas@gmail.com). Contact the church office if necessary at 610-838-3111.