

ASSOCIATE PASTOR AT EXETER BIBLE FELLOWSHIP CHURCH

Location: Birdsboro, PA (Exeterbfc.org)

Category: Associate Pastor

Denomination: Bible Fellowship Church (bfc.org)

Church Size: 200-250

Job Type: Full-Time

Direct Report: Lead Pastor

Compensation:

A starting salary of \$40,000/yr, a 4-bedroom, 1.5-bath on-site parsonage w/all main utilities covered, and a vested equity allowance (exact details for those who continue in the process, but essentially, the opportunity for financial compensation for living in a parsonage and not accruing equity through homeownership)

Job Summary:

The presentation of this calling is a bit unusual, so please read carefully:

Our local church has been growing and has reached the point where we require two full-time pastors. As the Elder Board reviewed our most pressing needs and the strengths and weaknesses of our Lead Pastor, we determined that we want to hire one man, but there are two possible primary functions. We are looking for either a pastor who is strong in youth and pastoral care (i.e., visitation, counseling, discipleship) or a pastor who is gifted in administration and pastoral care. While the title will be associate pastor, we are essentially looking for either an executive pastor focused on pastoral care or a family pastor who will devote a portion of the week to pastoral care.

Both positional emphases require the called and qualified man to fulfill the typical duties of a pastor such as funerals, weddings, communion, baptisms, etc., and will not be listed under direct responsibilities.

With that in mind, we describe the position's primary functions and responsibilities in two categories.

Please emphasize which primary function you will be applying for.

Family Pastor Emphasis:

Primary Responsibilities:

Student Ministries – 40%

- Provide direct leadership of students and their families between 7th and 12th grades.
- Run Youth Group on Wed. Nights
- Plan and enact events throughout the year
- Plan and enact local and global mission opportunities

ASSOCIATE PASTOR AT EXETER BIBLE FELLOWSHIP CHURCH

Pastoral Care – 40%

- Share the discipleship load with the Lead Pastor, which often involves evening availability.
- Willingly engage in shepherding the flock through visitation, counseling, prayer, encouragement, and admonishment as needed.
- Intentionally spend time with congregation members (i.e., meals, “hanging out”)
- Oversee the care team, shut-in ministry, and help the elder board in their shepherding responsibilities.

Family Oversight – 10%

- Oversee the Children’s Director and Young Adult ministries

Congregational Preaching and Teaching – 10%

- Be an active leader in the Discipleship Pathway
- Preach to the assembled local church when needed (~4-8 times a year)
- Share teaching responsibilities with the elder board within the proper venues (Sunday Evening Services, Discipleship Classes)

Executive Pastor Emphasis:

Primary Responsibilities:

Pastoral Care – 60%

- Handle a majority of the discipleship load with the Lead Pastor, which often involves evening availability.
- Willingly engage in shepherding the flock through visitation, counseling, prayer, encouragement, and admonishment as needed.
- Intentionally spend time with congregation members (i.e., meals, “hanging out”)
- Oversee the care team, shut-in ministry, and help the elder board in their shepherding responsibilities.
- Oversee the planning and execution of all fellowship events
- Have a strong pulse on the condition of all our people

Administration – 15%

- Help the Lead Pastor in Oversight of committees
- Take the lead in preparing and maintaining the budget along with the Elder Board
- Take the lead in the oversight of the maintenance (not direct maintenance) of our 14-acre property, rental property, and parsonages.

Shepherding the staff – 15%

- Assist the Lead Pastor with oversight, shepherding, and development of the staff
- Help plan and run weekly staff meetings

ASSOCIATE PASTOR AT EXETER BIBLE FELLOWSHIP CHURCH

Congregational Preaching and Teaching – 10%

- Be an active leader in the Discipleship Pathway
- Preach to the assembled local church when needed (~4-8 times a year)
- Share teaching responsibilities with the elder board within the proper venues (Sunday Evening Services, Discipleship Classes)

Other Pertinent Information

Ordination:

Because we desire this position to be filled by a person who is willing to pursue or presently holds ordination credentials with the Bible Fellowship Church, he shall possess the qualifications for ministry as stated in our Faith & Order, section 204-2.3. ([Principles of Order book file.indb](#)) (bfc.org, under beliefs, Faith and Order)

Membership:

A member of Exeter Bible Fellowship Church in good standing, or willing and able to become a member.

Doctrine:

In agreement with the Bible Fellowship Church Articles of Faith
<https://www.bfc.org/who-we%20are/articles-of-faith/>

Clearances:

Able to pass the Child Sexual Abuse and Police Record checks

Relationship:

- He will report to and be accountable to the Lead Pastor.
- He will be understood by the community as being one of the pastoral staff of our church.
- He will ultimately report to and be accountable to the Board of Elders
- He will work with and relate closely to the other members of the staff and the Board of Elders.

Hours/Schedule:

The position has been approved as a full-time role with a weekly commitment of 40 hours, including Sunday mornings, some evenings, and some weekends, with the understanding that some weeks will require more hours and others fewer.

We understand the flexibility that pastoral ministry requires; therefore, we do not adhere to a 9-5, but the candidate must recognize that pastoral ministry can occasionally have a high demand on hours put in. The chosen candidate will be passionate about his responsibility and calling in the position of a pastor. A basic presence in the office will be required throughout the week but is not a high priority.

ASSOCIATE PASTOR AT EXETER BIBLE FELLOWSHIP CHURCH

The chosen candidate will need to be a man of integrity, self-motivated, passionate, and diligent in fulfilling the responsibilities. While the hours can be demanding at times, the Lead Pastor and Elder Board are committed to guarding the candidate against burnout and protecting his time with his family.

The ideal candidate will possess the following skills and qualifications:

- Affirms The BFC Statement of Faith and Biblical Principles of Living and commits to exhibit a lifestyle that is consistent with the same
- **High regard and competency for the faithful expository preaching of the Word**
- Bachelor's degree required in Bible or equivalent
- MDiv or equivalent degree preferred.
- Served in pastoral ministry in a local church for a minimum of 3 years. ***(Applicable to the Executive Emphasis only)***
- Ability to communicate effectively (verbal and written) and think strategically.
- Ability to make decisions, problem-solve, manage conflict, thrives in a team, and able to raise up leaders.
- Self-starter, good time management, flexible and adaptable
- Experience teaching and preaching the church
- **A people-person** - someone who enjoys being with people, is approachable, and outgoing.
- A heart for the lost to come to faith in Christ (Locally and Globally)
- Meets the Biblical qualifications of an elder
- A deep love for the local church

Personal Requirements:

- Teachable, trainable, but capable shepherd, which is to say, he will be a 'people person.' Above reproach and yet very approachable.
- The chosen candidate will understand compassion & grace and will be able to rejoice with those who rejoice, and weep with those who weep. He will continue to grow in his ability to be patient with God's people, understanding that not everyone is at the same place in spiritual maturity & growth, and that we all grow at different rates in God's economy.
- The chosen candidate will be devoted first to God, then his family, then the church. He will seek to shepherd his own family well, to be physically healthy & active, and to be willing to associate with unbelievers in the community, with the hope of an evangelistic appointment from God.

Resume Requirements:

- Ministry Experience (vocational and/or volunteer) and current church you're attending
- Teaching samples (audio or video)
- Three (3) references

Send resume and attachments to Bill Burton at bburton@exeterbfc.org