

Job Description for an Associate Pastor
at
West Sand Lake Community Church
4363 NY-150
West Sand Lake, NY 12196
(518) 712-7440 | www.wslcc.org | wslcc@outlook.com

Character Description

West Sand Lake Community Church is seeking a full-time associate pastoral staff member to serve in a role that assists in the discipleship of the saints and evangelism of the lost. The man God has planned for us will be a man who has the characteristics of an elder described in 1 Timothy 3:1-7 and Titus 1:5-9. He will have 1 Peter 5:1-4 defining his primary tasks and methodologies as a pastor. He will be a man who desires to shepherd the flock of God, not under compulsion, nor from greed, but from a heart which cares for Christ's sheep. He will be a man who understands the church belongs to one Master, the Lord Jesus Christ, and will therefore humbly submit to Christ as he cares for Christ's flock. He will be a man who is not seeking a name for himself but seeks the honor of Christ. He will be a man who will sincerely partner in ministry with the other elders and saints at West Sand Lake. He is a man who hungers and thirsts for righteousness and longs for holiness in his own life and in the life of the saints. He will be a man who is willing to humbly lead, accept correction, kindly give correction, seek reconciliation when wronged and forgiveness when he is the wrong doer. We trust that if this is a position the Lord desires our church to have, he already has the man picked out for us.

Responsibilities

To teach, shepherd, and pray are the main duties. The realities of full-time church ministry also demand a wide variety of administrative duties in order to equip the saints for the work of the ministry. This position will require the pastor to work in the following areas of ministry:

- Family Ministries: Children and Youth Ministries
 - Give direction for these ministries in agreement with the philosophy of ministry of WSLCC.
 - Equip those who serve in these ministries through teacher training, administrative support, encouragement, providing materials, resources, and curriculum as needed.

- Work directly with Youth Teachers, Sunday School Teachers, Nursery Coordinator, Adventure Club Directors and other workers in these ministries to enhance the effectiveness and biblical fidelity of each ministry.
- Special Ministry Events (VBS, annual outreaches, conferences, etc.)
 - Oversee special events by either directing or recruiting directors.
 - Ensure scheduling of special ministry events is coordinated with the church calendar.
 - Promote the event, recruit, and equip those who are serving in these ministries.
- Administrative tasks
 - Write a monthly theological/ministerial article and book review for the church newsletter.
 - Assist in calendar planning.
 - Assist in answering and returning church phone calls.
- Maintain a good working relationship with the other pastors
 - Regularly communicate any concerns or needs with the other pastors.
 - Keep informed about other ministries and activities in the church overseen by other elders.
 - Attend and participate in elders meetings.
 - Attend and participate in weekly staff meetings.
- Additional pastoral responsibilities
 - Pursue discipleship relationships which may include counseling.
 - Hospital visitation and follow-up with visitors.
 - There will be regular opportunities to preach on Sundays, teach during the week, and provide pulpit supply for area churches.
- Specific duties to be assigned as acquaintance is made with the new pastor and a better understanding of the Lord's gifting to this man.

Note: The harvest is plentiful, but the laborers are few. The work of the ministry always exceeds our physical and temporal capacities. Yet, it is unwise to overburden the new pastor with responsibilities. Therefore, his duties will be tailored toward the giftings and capabilities of the pastor and his availability. The pastor will be expected to work a minimum 40-hour work week, with some weeks exceeding that.

Skills & Requirements

In addition to the requirements listed in the description above, the following are required:

- Seminary training from an institution largely in agreement with the WSLCC doctrinal statement and philosophy of ministry. Degree in progress or completed at the M. Div level or above.
- Good communication skills, oral and written.
- Submission of references, doctrinal statement, philosophy of ministry, and resume.

- Ordination or desire for ordination through WSLCC.
- An ability to work independently and willingness to try new ministries.
- An ability to work well with others and join in ministries already functioning.
- Agreement with WSLCC doctrinal statement, philosophy of ministry, and general agreement with current elders' doctrinal positions.
- A commitment to serve at WSLCC for a minimum of five years.

Compensation

The compensation package is determined by the elders and deacons alongside an advisory committee. A salary package commensurate with the area's cost of living, the capabilities of the church, experience, and family situation of the candidate will be provided. Per the church constitution, 4 weeks of vacation are granted to those who make their living through vocational ministry.

About our Church

West Sand Lake Community Church has a long history of commitment to God's word and ministry. In recent years, the church has experienced a precious unity, a heart for the gospel, and a caring love for one another. We are Bible driven, expecting the Scriptures to be our authority in all ministries and practices.

We hold that a plurality of elders is biblical and wise church government. While the elders have various roles and responsibilities, each one carries the weight of being an undershepherd of Christ's flock. No elder is above another in authority or status. Currently there are two elders who work closely as a team: one is a staff pastor who is primarily responsible for preaching and teaching on Sunday mornings; the other pastor leads worship and teaches adult Sunday School; both work together in shepherding the flock.

The church has seen sudden numeric growth the past year. Our church infrastructure (official ministries, facilities, etc.) is trying to keep pace with the growth we have seen. This is an exciting time to pursue new work in the Lord's strength, and an additional staff pastor will have flexibility to see what ministries the Lord may bring into his path.

Applying

To apply, please submit your resume, philosophy of ministry, statement of faith, and references to Andy Craig: craig.andy@outlook.com | (518) 860-3599