

**Grace Bible Church**  
**Senior Pastor Job Description**

Grace Bible Church is seeking a senior pastor, expectant that the Lord will provide. Below we have outlined the key qualities we are seeking and the proposed duties of the senior pastor. We recognize that individuals' giftings vary. Please take the time to honestly reflect on how the duties outlined below align with your personal calling. If there are duties that you see as outside your skill set, or if there are parts of ministry that you feel called to that do not appear on the list, we would ask that you share those areas with the search committee. Our goal in setting out this job description is to be as transparent as possible about the envisioned role of the future senior pastor, while still leaving room for adjustments based on the specific gifts and calling of our new pastor.

**Key Qualities**

To give potential candidates a view of where our priorities lie, we have attempted to detail the qualities that we most value in a senior pastor.

1. Demonstrates a love for God, God's Word, and God's people young and old
2. Has vision that lines up with that of GBC and is able to work collaboratively with staff to develop strategy to fulfill our vision
3. Is able to exposit the Word with authority, clarity, and passion
4. Empowers others to disciple, teach the Word, and lead groups rather than seeking to accomplish these independently
5. Desire for and experience with outreach (evangelism/missions) and discipleship of the body of believers

**Vision**

1. **General** - Collaboratively implements the vision of the church with the Elder board and with other contributing voices
2. **Specific** - Plans, along with the leadership (other Elders, staff, etc.), the specific ministries and activities of the church, in light of our strategy to fulfill our stated mission

**Teaching Duties**

1. Devotes himself to the Word of God through daily Bible study, devotional study, and prayer.
2. Joyfully proclaims God's Word publicly and does so in a clear and engaging fashion. Focus on expositional teaching through a text is a plus.
3. Equips others to teach God's Word effectively through example and instruction.
4. Has a respect for historic Christian belief and practice.

**Pastoral Duties**

1. **Discipleship** - Leads and equips the entire Church body in developing fully committed disciples of Jesus Christ while empowering other leaders to do the same.

2. **Care** (Shepherding) - Leads and equips the body in caring for the physical and spiritual needs of people inside the body while empowering other leaders to do the same.
3. **Professional leadership** - Leads and shepherds the staff personally and professionally, individually and as a team. Keeps Elders informed of the ongoing spiritual and relational condition of the staff.
4. **Prayer** - Prays for the flock and equips the flock for faithful prayer.

#### **Administration Duties**

1. **Staff Management** - Manages the other pastors and staff professionally with policies and guidelines developed in collaboration with the Elders and Finance & Administration Team.
2. **Ministry Oversight** - Provides oversight of ministerial functions of the church, including semi-annual formal feedback to those who directly report to him.
3. **Resource Allocation** - Collaborates with the Office Manager and the Finance & Administration Team in empowering the saints for the work of ministry using the church's tangible assets.
4. **Staff Evaluation** - Performs or delegates annual job evaluations of the other staff, citing strengths, weaknesses, and strategies for improvement. Holds staff responsible for growth recommendations.
5. **Feedback to Elders** - Keeps Elders informed of ministry activities and staff evaluations in light of our strategy to fulfill our mission.

#### **Personal Duties**

1. Enjoys a close, consistent, personal walk with the Lord, and sharing about God's transformative work in his life.
2. Lives in such a way as to meet the requirements for an Elder and pastor as set out in I Timothy 3 and Titus 1.
3. Committed to Elder rule and supports the form of church government in which each Elder has an equal voice, and in which the pastor is considered one among equals on the Elder board.
4. Stands in total agreement and certainty on all seven Grace Bible essential doctrines.  
(<http://gracebiblechurch.com/beliefs/>)
5. Beliefs on the topics of the Natural State of Man, the Appropriation of Salvation, the Security of the Believer, the Church, the Person and Work of the Holy Spirit, the Person and Work of Satan, the Responsibility of Believers, Church Ordinances, and Eschatology are compatible with those of Grace Bible's historical stance and held with humility.
6. Develops personal relationships with Elders and members of the church. Participates as an engaged member of the church.
7. Gives annual feedback to other Elders and receives annual feedback.

#### **Ideal Qualifications**

1. Several years of experience in ministerial leadership
2. ThM, MDiv, or DMin from a seminary

## **About Grace Bible Church**

Grace Bible Church is an independent, Elder-led, evangelical church in Nacogdoches, Texas. Founded in 1940, Grace Bible moved to be physically located across the street from Stephen F. Austin State University in 1951 to more effectively minister to college students. Today, worship services include around 400 worshippers and, when fully staffed, the church supports 8-9 full time staff and 8-10 interns.

## **To Apply**

Please submit the following to [pastorsearch@gracebiblechurch.com](mailto:pastorsearch@gracebiblechurch.com):

1. Resume
2. A personal statement of faith including
  - Scripture
  - God
  - Humanity & sin
  - The Person and work of Christ
  - Salvation
  - The Church
  - Eschatology
3. A written position on the following doctrines, including personal level of certainty as appropriate:
  - The Natural State of Man
  - The Appropriation of Salvation
  - The Security of Salvation
  - The Person and Work of the Holy Spirit
  - The Person and Work of Satan
  - The Responsibility of Believers
  - Church Ordinances
4. Personal philosophy of ministry (if available)
5. Names and contact information of 3-5 references
6. Links to recent sermon samples (if available)

**For questions or more information, please contact [pastorsearch@gracebiblechurch.com](mailto:pastorsearch@gracebiblechurch.com).**