

Desert Hills Bible Church  
**Community Life Pastor Job Description**

<b>Date Profile Updated:</b> September 2020	<b>Completed By:</b> Elder Board
<b>Position Title:</b> Community Life Pastor	<b>Supervisor:</b> Elder Board
<b>Ministry:</b> To work with the pastors/elders to oversee the growth and development of the community of believers at Desert Hills. The CLP is responsible for helping people integrate into the community life of the church by welcoming first-time guests, walking them through the process of membership, helping them identify areas they can serve the body, and integrating them into home groups or other small group ministries where they can develop vital relationships within the church. The CLP is also responsible to help develop a Spirit-filled community at DHBC, evidenced by the fruit of the Spirit in the lives of the church's members.	
<b>This Position is full time (50 hours/week), salaried.</b>	

**Primary Purpose of Position:**

To shepherd people at Desert Hills so they become active members of the church who are serving and growing in their relationship with Christ and with other believers.

**Position Justification:**

**Ephesians 4:11-12** (God gave some to be...pastors and teachers, to prepare God's people for works of service, so that the body of Christ may be built up) and **1 Peter 5:2** (Be shepherds of God's flock that is under your care).

**Key Responsibilities:**

Implement a plan to welcome people who visit the church in a warm and loving manner that will enable them to know how to connect to the life of the congregation.
Help non-members understand the importance of membership and guide them through the membership process.
Encourage and shepherd the congregation to use their gifts in serving the body.
Seek out and lovingly encourage members who seem to be disengaging or have disengaged from church life to re-engage and participate in the life of the church.
Encourage the congregation to participate in home groups, fellowship groups, and/or other small groups.
Oversee the general welfare of the life of the community at Desert Hills. This includes identifying areas that could be detrimental to congregational life and addressing them as well as areas that are healthy and growing and encouraging continued growth in those areas.
Maintain relationships with key ministry leaders to ensure they are serving joyfully and not at risk of being over-extended or burning out.
Identify and train/disciple potential ministry leaders, especially in ministries directly related to the life of the community at DHBC (visitor welcome and follow-up, hospitality, small groups, prayer room, etc.)
Fulfill traditional and customary pastoral duties (attending appropriate meetings, teaching, baptizing, performing weddings and funerals, hospital and home visitation, counseling, etc.).
Provide advice and guidance to the Elder Board, Planning committee, and other leaders, especially in regard to the life of the community at DHBC, as the need arises.

Keep regular office hours as agreed upon with the Pastor-Teacher and elder board and maintaining availability on nights and weekends as ministry requires.

Serve as the pastor on call on a rotation with the elder board.

**Key Relationships:**

Elder board, deacons, paid ministry staff, office manager/bookkeeper, treasurers, planning committee leaders.

**Position Requirements:**

<b>Character</b>	A lifestyle and heart for Jesus Christ that models Christian character and qualifications for pastoral leadership as outlined in 1 Timothy 3:1-7; Titus 1:6-9; 1 Peter 5:1-4.
	A passion to see the church grow more like Christ in its life together as a new covenant community in the Spirit.
	A genuine love for God demonstrated through his love for the church, his family, and unbelievers who need to know Christ.
	Must agree without mental reservation to the DHBC Statement of Faith and What We Teach document.
<b>Skills</b>	The ability to manage and implement a visitor welcome and follow-up ministry.
	The ability to shepherd wayward members who need firm, gentle, loving pastoral care.
	Highly personable to relate to all different kinds of people who come to the church seeking spiritual help and growth.
	The ability to do conflict management when it becomes necessary in order to bring about unity in the body of Christ.
	The ability to teach God's Word in one-on-one settings, small group settings, and large group gatherings.
	The ability to train new ministry leaders, especially small group leaders and teachers.
	Discernment to identify areas of church life that pose a threat to the spiritual health of the congregation and fortitude to address them in a biblical manner.
	Strong administrative skills.
	Strong computer skills, including Microsoft Office. Experience with Planning Center Online is preferred.
<b>Experience</b>	Graduation from a biblically sound seminary with at least a Masters of Divinity preferred. Candidates without an M.Div. who have more than five years of pastoral experience may be considered.
	Three years of experience in pastoral ministry, biblical counseling, or a combination of the two. Internships in one or both of these areas will be considered.

<b>Dates of Tenure:</b>	Indefinite
<b>Leave:</b>	Paid leave time shall consist of two (2) weeks of vacation. DHBC shall grant an additional week of vacation after three years of service at Desert Hills. The CLP shall lose vacation time not used by December 31 of each year, unless the Elder

	Board extends the deadline past December 31.
<b>Sabbatical Leave</b>	<p>Purpose: A sabbatical option shall be available to allow the CLP time to rest, reflect, or pursue new professional skills after serving for a number of years in the ministry. This option is considered essential to avoid burnout and is in the best interests of the pastor and the congregation.</p> <p>A Sabbatical Leave will be made available after every six consecutive years of service, beginning from the year of first employment at DHBC. To start a paid Sabbatical Leave, the pastor must submit in writing a request no less than six months in advance of the actual start of the leave. The request must come with a statement that the pastor will continue service at DHBC for at least one year following the conclusion of the sabbatical. The church will continue to pay the pastor's salary and benefits during the sabbatical period which should not exceed 6 weeks. Although not required, the pastor is encouraged to provide a detailed plan of the professional activities he plans to do during his sabbatical to include goals, classes, seminars, and the expected outcome. If the pastor's plans include travel or classes, the plan might also include possible ways to fund the extra expense, such as grants. If the pastor's plans during sabbatical include guest preaching or any other money-earning activity, these activities should be run through the elder board for approval prior to start.</p> <p>Should the pastor require a sabbatical sooner than six years due to mental health, physical health, or other personal needs, this request shall be evaluated on a case by case basis for decision by the Elder Board. Finally, should the pastor return to attend services at DHBC during the Sabbatical Leave period, the elders will remind church members not to call on him to perform any of his pastoral duties in order to preserve the restorative value of the sabbatical for the pastor.</p>

#### **Compensation Additional information:**

The CLP may arrange the "Total Compensation" amount in the following categories (salary, housing, professional, health insurance, retirement) to his liking, and as allowed by the IRS and communicated to DHBC church administration.
DHBC will pay 1/24 of Salary and Housing to the CLP on the 15th and last day of each month.
DHBC shall pay Professional expenses from a professional expense reimbursement fund separate from the CLP's salary. The elder board determines the amount available in this fund annually. Professional Expenses shall consist of auto, subscriptions, book, and other expenses as allowed by the IRS. Only Professional Expenses that are spent and documented by the community life pastor shall qualify for reimbursement. Attendance at Conferences and Meetings shall not be part of Professional Expenses. There is a separate budget line item to cover such expenses.

This version of the job description was approved by the DHBC elder board on 21 September 2020.