

# Pastor Job Description

## Foothills Community Church PCA - Sturgis, SD

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### Introduction

Foothills Community Church PCA desires a pastor who is a mature male with a deep passion for the Lord, for the Bible, a personal ministry, and doctrinal views consistent with those of the PCA. This individual shall meet the New Testament requirements for office as listed in 1Timothy 3:1-7. The Pastor, as a minister of the Gospel, shall be devoted to the service of Christ and the church; preaching and teaching the Word of God; administering the sacraments; and faithfully giving oneself to pastoral work. The Pastor will preach at most worship services; lead the congregation in worship; work with the session to discern God's vision; work with the Diaconate; supervise the spiritual and ministry development of the staff; provide pastoral care for the congregation; and partner with lay leadership to direct church ministries in order for the church to fulfill its mission statement. The desire of Foothills Community Church PCA is to find a Pastor who will open himself up to an environment in which he can be shown support and nurtured through the efforts of the session as well as the members of the church as a fellow Christian saved by faith and grace alone.

### Mission Statement

#### ***Who are we?***

Foothills Community Church PCA is a community of God's people, saved by faith in Christ alone, renewed by worship in Word and Sacrament, nurtured by grace, and entrusted with the mission to proclaim Christ's Lordship to all and in every area of life. We are a small, yet vibrant and active body of believers in Christ who endeavor to love the Lord with all our hearts and love our neighbor as ourselves. Our membership role is currently listed at approximately 120 members. Foothills has typically 104 attendees on an average Sunday morning, comprising of 22% children under the age of 12, 10% teenagers aging from 13-19, 36% of the body are from ages 20-40, and the remaining 32% being 50 years old and older.

#### ***What do we do?***

While worshipping the God of grace, sharing the grace of Christ, and equipping with the grace of the Spirit, our membership has a desire to hear exegetical sermons centered on the Bible that spur us to "Believe it and Live it" in relation to the world we now live. There is a love of fellowshiping and living out our faith as a community together, spurring one another towards Christlikeness. In addition, there is a significant amount of time devoted to training up our children and reaching out to the local children to know and love God. As a body, we enjoy training up, sending out, and helping missionaries to spread the gospel while also ministering to physical needs.

### Desired Skills:

- Biblical exegetical skills, preaching and teaching

## **Pastor Job Description**

### **Foothills Community Church PCA - Sturgis, SD**

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- Pastoral care
- Problem solving and listening skills
- Interpersonal relations
- Collaborative and team building
- Oral and written communication
- Crisis intervention and conflict management
- Effective time management
- Be technologically adept
- Theological understanding of the Church
- Ability to build partnerships in mission and ministry within our community
- Ability to work with the broadest diversity of persons and groups
- Timely response to communications and issues
- Administrative and financial management

#### **Accountability**

The pastor, called primarily to the Word and sacrament, will be the senior member of the church staff, responsible to Foothills Community Church PCA Session, the Sioux Lands Presbytery, and the General Assembly of the Presbyterian Church of America (PCA). In meeting this responsibility the Pastor will normally be expected to exercise pastoral, administrative, and representational leadership within the church organization and to serve the needs of the church as are identified in this job description. The role and responsibilities of the Pastor may be further refined from time to time as indicated by the needs of the church and by the mutual agreement of the Pastor and the Session, so long as such agreement does not conflict with the provisions of the PCA Book of Order or the provisions of the terms of call.

#### **Areas of Specific Responsibility**

##### **Word and Sacrament**

- To plan and lead the various worship services of the church.
- Proclaim the Word of God as written in the Old and New Testaments; Call the congregation to personal faith in Christ, to repentance, spiritual growth, service and evangelism through biblically grounded sermons and teaching.
- To preach the Word of God on the occasions as established by the Session, and to provide leadership in seeking qualified persons to fill the pulpit and conduct services when the Pastor is absent.
- To administer the Sacraments monthly, working with the Session and other appropriate groups to insure that the elements are prepared for Communion.
- To encourage and help to equip congregational members who are called to ministries of preaching and teaching.

## **Pastor Job Description**

### **Foothills Community Church PCA - Sturgis, SD**

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- To prepare congregants for membership in the church, including leading membership preparation class.
- Teach responsibility actively through the teaching of the scriptures, theological concepts, history of the church and current events, as well as provide instruction for Church Officers and educational leaders.

#### **Pastoral**

- Create a church culture that increasingly embodies Christ's example of servant leadership to all congregational leaders and the congregation as a whole.
- To officiate at weddings and provide the couple with pre-marital counseling.
- To officiate at services for the deceased and to insure an appropriate witness to the resurrection worship service.
- To counsel families and individuals of the church, and refer people to professional counselors when needed.
- Share in the responsibility to visit the sick in homes and hospitals; to contact inactive members; to contact prospective members, inviting them into the community of the church.
- To study in order to prepare for improvement in preaching, counseling, teaching, and administration.
- To commitment to support and encourage participation in Mission (Matthew 28:16-20).
- Provide pastoral and executive leadership to the lay led ministry in order to equip and train, encourage, guide, oversee, and consistently focus on Foothills Community Church PCA's vision and missions.
- Promote and oversee mentoring relationships between our youth and adult leaders to include adult and youth ministries within the church.

#### **Administration**

##### **The Session**

- To serve as Moderator of the Session.
- To develop and strengthen the organization of the Session.
- To partner with elected church leadership to communicate vision and direction; and to administer church ministries.
- Encourage the ministry of the Laity.

##### **The Staff**

Foothills Community Church PCA consists of a small, but diligent and hardworking staff. There is a Youth Ministry Program Coordinator that focuses on organizing teachers and curriculum as well as scheduling Sunday school classes, Wednesday night Kids Quest, and VBS. Our youth ministry

## **Pastor Job Description**

### **Foothills Community Church PCA - Sturgis, SD**

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program includes a youth group coordinator who leads our teen ministry. Additionally, a part-time administrative assistant provides book keeping services and a pianist that supports the Sunday worship service. Also, one staff member provides church cleaning services. We are blessed to have all 5 members of the church staff as part of our congregation, and these individuals provide services to the church on a part-time basis to support the vision of the Session.

- Guide the spiritual development of the staff and the lay leadership.
- To serve as senior member and head of staff, supervising and coordinating all work of other members of the staff.
- To communicate with the session and recommend appropriate modification to, and changes in, staff job descriptions.
- To make temporary changes in staff duties and responsibilities as necessary to insure proper functioning of the church, reporting such actions to the Session for their advice and counsel.

#### **The Church**

- To encourage members of the church to support the work of Foothills Community Church PCA and the Sioux Lands Presbytery.
- Be available to members of the congregation through established office hours and/or appointment times.
- Provide Spiritual development of members.
- Place an emphasis on congregational fellowship.

#### **Representation to the Presbytery & the Larger Church**

##### **Presbytery**

- Participate in the meetings/duties/ministry of the Presbytery. Pledge to uphold the constitutional standards of the PCA and actively pursue those ideals.
- To attend meetings of the Presbytery unless providentially hindered.
- To serve in such capacities as the Presbytery may request or direct.
- To insure that the Session receives appropriate reports on the activities of Presbytery at each stated meeting (of Presbytery) or more often as deemed necessary.

##### **The Larger Church**

- To heighten the awareness of the congregation to the uniqueness of the Presbyterian Church of America (PCA) and to the privileges, responsibilities, and opportunities it provides through its connectional nature to be part of a worldwide mission.
- To work with the Session in communicating information concerning special needs as requested by the Presbytery.

## **Pastor Job Description** **Foothills Community Church PCA - Sturgis, SD**

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- To encourage the support of the Presbytery and Larger Church through giving to benevolences.
- Cooperate with other local churches in appropriate ecumenical efforts and witness.
- Be involved in other community agencies and programs.

### **Relationship of this Job Description and the Call**

#### The Call

- The Call, along with the compensation and benefit package, will be determined by the Session and approved by the congregation according to BCO 20-1 and 20-6.
- The Pastor will serve under terms of the Call as approved by the congregation

#### Review of Pastor

- The work of the Pastor will be reviewed by the Session at least annually. Evaluation will be documented in written form.
- Review of the Pastor should coincide with the annual review of the terms of the Call.

#### Review of the Job Description

- The Pastor and the Session shall review this job description at least annually.
- The job description can be amended, replaced, or deleted entirely by a majority vote of the Session.

### **Our Community:**

Sturgis, South Dakota is town of rich history, warm invites, and the alluring mom-and-pop quality. A town very rare in many ways with 6,700 residents, you will be delighted and curious to meet the people here. There are the avid hikers and bikers taking full advantage of the trails in the Black Hills. Then, there are the ranchers and farmers making use of the open prairie that life has blessed us with. The distinctiveness of this town will amaze you.

Sturgis is home to the annual motorcycle rally, bringing in, on average, 500,000 visitors each year for the event. But aside from the rumble, vendors, and leather, this town is more enticing and picturesque than a 1930's Harley Davidson Motorcycle. We're in between the rolling Black Hills and the prairie, making Sturgis as diverse as it gets.

We strive for success in the future and commemorate the past – all while maintaining the well-being of the community in the present. We take pride in our residents and look forward to meeting new visitors that come to our small, but mighty, hometown. As for the returning guests, we appreciate you. Come scope out the incredible things we have to offer, I promise you won't be disappointed.

Alexis Nasser, Executive Director  
Sturgis Area Chamber of Commerce & Visitors Bureau  
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