



JACOB'S WELL CHURCH

Position: Assistant Pastor and Worship Leader

(Assistant to the Pastor and Worship Leader prior to Ordination or Approval of Presbytery)

Jacob's Well Presbyterian Church (PCA): Jacob's Well is a Gospel-Centered, Bible teaching, relationally driven, reformed church located in Green Bay, WI. Our mission statement is "*Life in Christ, Christ in Life*". Our desire is that sinners would find life in Jesus Christ and then bring Jesus Christ into every area of their life. Jacob's Well three major emphases are *Gospel Centered, Expository Teaching and Spiritual Intimacy* (i.e. Small groups). In addition, Jacob's Well has a growing counseling ministry.

Jacob's Well Church was planted in the Spring of 2010 and has planted a daughter church in Appleton, WI and another daughter church on the other side of Green Bay. Jacob's Well has two services with an average weekly attendance of 350 people. Staff currently includes the lead pastor, associate pastor (who is stepping into a head pastor call), a full time counseling center director (Lord willing, soon a pastor of counseling), a part time administrative assistant, a part time youth leader, a part time maintenance director and a part time children's ministry director. You can find out more about us at www.jacobswellgb.org

Our Community: Our goal for every person at Jacob's Well is that they would enter into spiritual intimacy with other believers, whether that be through our men's Bible Studies, women's Bible Studies, community groups, triads or other small group.

Our Worship: In the Jacob's Well worship service we strive to craft a gospel driven worship service with a mixture of singing, scripture reading and prayer along with preaching, a time of fellowship and the celebration of the sacraments. Our music style is a blend of hymns, contemporized hymns and contemporary Christian worship music. We enjoy a diverse group of lay musicians that play a wide variety of instruments but struggle to find someone who can lead the musical aspect of a worship service when the lead musician is gone.

Position Summary: The Assistant to the pastor (or associate pastor) position has a broad job description which will provide a variety of experience. This position will include leading, teaching, pastoral counseling and more. In addition, you will help in recruiting, equipping and caring for the lay leaders of the church and also help the head pastor to assimilate new attenders into the church. Please note, this position is for someone who is ordained or is ordainable in the PCA. To see an estimated breakdown of responsibilities please see the next page.

Job Duties: (50hrs/week)

- **Oversee Ministries (7hrs/week)**
 - Includes oversight and expansion of community groups (12), the youth group, family ministries, library ministry, women's & men's ministries, website ministry and any additional ministries that may arise.
 - Includes oversight of special events and retreats.
- **Teaching (8hrs/week)**
 - Preaching approximately 10 Sundays a year.
 - Lead a community group and oversee an afternoon men's Bible study during school year
 - Teach a 4 week summer study.
 - Assist head pastor in teaching membership class
 - Other teaching opportunities as they arise.
 - Prepare community group questions for small groups to use.
- **Pastoral Care (6hrs/week)** – Pursuing the lonely, the hurting, the depressed and others in need.
- **Worship (12hrs/week)**
 - Craft, lead and directing the musical aspect of the worship service on Sunday Mornings.
 - Oversee the technical aspects of the Audio and Video components of Sunday Mornings and other programs throughout the week.
- **Group Meeting (5hrs/week)**
 - Attend and participate in weekly staff meetings.
 - Attend and participate in session meetings. (Typically every other Tuesday at 6am)
 - Attend and participate in presbytery. (Typically 4 Saturdays a year)
 - Attend and participate in a “pastor hang time” every other week.
- **Miscellaneous (10hrs/week)**
 - E-mail, communication, presbytery work and help with miscellaneous duties as needs arise

Personal Profile:

The following characteristics are desired in the candidates personal profile:

- Ordained or Ordainable in the PCA: This is required.
- Spiritual Maturity: Loves the LORD and displays a mature, growing, repentant and joyful relationship with Him. In addition, is committed to, and passionate about small group ministries.
- Shepherds Heart: Able to pastor people in different stages of life and through various joys and trials.
- Musically Gifted- Understands music and worship from various generations and is able to lead people in the worship of God.
- Able Teacher: Able to teach God's Word to large groups and small in a way that is captivating, relevant and applicable.
- Missionally Committed: Embraces the mission and emphases of Jacob's Well and is dedicated to their promotion.
- Team Oriented: Devoted to working with staff teams, ministry teams and musical teams.
- Personable Leader: Has strong relational skills and a servant's heart in leading others.
- Community (Relationship) Focused: Is committed to living the Christian life in the context of relationships; possesses a heart for community, extending self to others; has the ability to build and lead teams; genuinely cares for the larger community.
- Theologically Grounded: Has a solid, humble and committed understanding of reformed theology. Is Gospel Centered in their approach to justification and sanctification.
- Teachable Spirit– Has an attitude of learning and is able to engage with constructive feedback and work under the authority of a head pastor and a session of elders.
- Hospitable – Has a welcoming spirit and understands their home as an instrument for ministry.
- Technically Competent: (optional) Possesses skills and knowledge to oversee the technical areas related to worship.

Financial Commitments from Jacob's Well:

- Salary: \$45,000-\$65,000/year (depending on experience)
 - Once ordained an additional \$5,000 will be added to your annual salary
 - Typically, a 3% increase every year
- Relocation Expenses: \$4k – This will count as taxable income.
- Family Health Insurance: \$400/month to supplement insurance cost
- Life Insurance: A \$200k life insurance policy.
- Meals: \$1000/year. Covers meal only when meeting for church business.
- Car Allowance: \$2,400/year
- Retirement Contribution: 7% of salary with an additional match of up to 3% of salary.
- Cell Phones: The church will give you \$70/month to be used toward a cell phone plan of your choice.

Other Benefits:

- 4 weeks paid vacation per year.
- 2 conferences per year at the approval of the session.
- 1 paid week per year to teach or lead a conference at the approval of the session.

Hiring Timeline:

October

- Close Application Process October 10th
- Committee Review Candidates to narrow down. (Week of October 12th)
- Video Interviews October 19-30.

November

- In person interviews first two weeks in November.
- Extend a call by November 18th.

December

- Person starts in December if possible, with some overlap with Pastor Jonathan for training purposes.

January

- Approved by Presbytery

Candidate Inquiries:

If you are interested in this position please apply online at
<https://jacobswellgb.breezechms.com/form/a1727710>

If you have any questions about this position please contact

Pastor Dan Jackson

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