

## Willow Creek Church, PCA

### Senior Pastor Job Description

From the *Book of Church Order* (8-5):

*“When a man is called to labor as a teaching elder, it belongs to his order, in addition to those functions he shares with all other elders, to feed the flock by reading, expounding and preaching the Word of God and to administer the Sacraments. As he is sent to declare the will of God to sinners, and to beseech them to be reconciled to God through Christ, he is termed ambassador. As he hears glad tidings of salvation to the ignorant and perishing, he is termed evangelist. As he stands to proclaim the Gospel, he is termed preacher. As he dispenses the manifold grace of God, and the ordinances instituted by Christ, he is termed steward of the mysteries of God.”*

#### Major Responsibilities

The Senior Pastor of Willow Creek Church is responsible for leading this body of believers across six broad areas. He is not expected to personally “do” each activity that is inherent in each, but rather through prayer, dependence on our Lord, and strong leadership, see that these responsibilities are fulfilled by and through our church leadership, staff, and congregation.

##### 1. Energize Willow Creek’s Purpose

Our purpose is: to glorify God by declaring and demonstrating the power of the gospel, inviting people to discover and deepen their relationship with Jesus. And in fulfilling that purpose we see Willow Creek Church increasingly becoming a contagious, worshiping community of grace-filled, generous, and growing disciples of Jesus Christ who are blessing each other and our city with Gospel service. (Our Vision) It is to that end the Senior Pastor is expected to strive in the strength of the Lord and through leading the staff, officers, and congregation.

##### 2. Preach the Word

Perhaps his most visible responsibility, the Senior Pastor will place great emphasis on the Preaching of the Word. It is the primary input for Christian doctrine for most of the congregation. It is what visitors hear and it forms a major, if not the major perception, of the Gospel and Willow Creek Church. Through continual personal study and prayer along with diligence in preparation and care in delivery, the Senior Pastor will preach the Word of God during our worship service. He will communicate scriptural truth in practical terms, encouraging hearers of the Word to become listeners and doers of the Word. He will grow to know and understand this body of believers and will, by the grace and power of God, provide us with what God wants us to know. He will be sensitive to preaching “milk” when needed, but grow the body that it might learn to love the “meat” of the Word as well.

The Senior Pastor is the primary preacher of the Word for Willow Creek Church. He is responsible for determining the content and scope of his sermons and will lead other

worship leaders in developing the full worship experience. The pulpit will, as approved by Session and agreed to by the Senior Pastor, be shared as appropriate for the edification of the body in a way that fulfills the responsibilities and goals of this position and the worship service.

### **3. Develop and strengthen church leadership**

Jesus himself worked with a relatively small group to accomplish His will on earth. By developing strong leaders who in turn could lead and inspire others, Jesus was able to impact the world exactly in accordance with His plan. We see, in His example, a role for the Senior Pastor. The strength and vibrancy of a church body and the extent of its outreach is directly related to its depth of leadership. The Senior Pastor will continually seek to find new Willow Creek elders and deacons and grow them in leadership and discipleship.

This leadership development is not simply that prescribed to church officers, but throughout the congregation at every level and in every ministry. The Senior Pastor will help establish the environment and culture that values leaders training other leaders; disciple makers making other disciples. He will judiciously determine where his personal and direct training will have the greatest impact on growing leaders throughout the body and will focus his development there.

### **4. Motivate congregation to intentional Christian living**

As has been stated, our purpose is to glorify God by declaring and demonstrating the power of the gospel, inviting people to discover and deepen their relationship with Jesus. This purpose statement is to be viewed not just for church leadership or the corporate body itself, but for every individual member of Willow Creek Church. The scope and depth of what this means is extraordinary. It encompasses the Great Commission and is developed through life-long study and growth in discipleship by each member. It is at the heart of nearly every ministry of the church, from corporate worship to Christian education, from individual counseling to small groups, from outreach programs to missions, from participating in the Sacraments and through worship, from serving the poor and through ministering to families in multiple ways. The list is extensive.

The pastoral staff, administrative staff, pre-school staff, elders, deacons, ministry leaders, teachers, volunteers, even participants are all involved in one way or another. While the Senior Pastor is certainly not expected to perform every task – it would defeat the very heart of this goal – he is expected to do all he can to foster this outcome throughout this body of believers. Through teaching and preaching, the administration of the Sacraments, by way of example and encouragement, through prayer and accountability he will see that we grow into ever more intentional Christian lives.

## 5. **Grow Willow Creek Church**

God has blessed Willow Creek Church with talented members and enough resources to build and excellent facility. It is our full understanding that neither our personal talents and abilities, nor this facility are provided to us for use by current members only, but to allow us to reach out to others in the community with the Gospel message. We thus have the capacity to minister in many different and varied manners. The Senior Pastor will work to fulfill this responsibility.

In growing a church, there are enormous administrative, personnel, facilities, logistical process, and managerial issues. A myriad of tasks must be performed by multiple individuals, both paid staff and volunteers. Certain organizational requirements and organizational development, along with continual training and development of those involved in these activities are required. The Senior Pastor must understand and be willing to see that those systems, policies, procedures, and processes are put in place that will allow, and even encourage, Willow Creek to grow. The Senior Pastor is not expected to perform all or even most tasks himself. Rather, he must be able to put in place the organization and then lead that organization in such a way that this goal is met.



Office of the Stated Clerk  
1700 North Brown Road, Suite 105, Lawrenceville, GA 30043  
Phone 678-825-1000 Email: [pastorsearch@pcanet.org](mailto:pastorsearch@pcanet.org)

**CHURCH PROFILE FORM**

Revised 8/2017

Check here if you would like to be added to our Ministry Opportunity List  
([www.pcaac.org/get-involved/pastoral-job-positions/](http://www.pcaac.org/get-involved/pastoral-job-positions/))

**PART I -- BASIC DATA**

1. NAME OF CHURCH: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

TELEPHONE: \_\_\_\_\_ PRESBYTERY: \_\_\_\_\_

2. NAME OF PULPIT COMMITTEE CONTACT PERSON: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

\_\_\_\_\_

TELEPHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

3. TYPE OF COMMUNITY

- Inner City \_\_\_\_\_
- Urban (Downtown) \_\_\_\_\_
- Urban (Residential) \_\_\_\_\_
- Suburban \_\_\_\_\_
- Small Town \_\_\_\_\_
- Rural \_\_\_\_\_
- College \_\_\_\_\_
- Retirement \_\_\_\_\_
- Resort/Recreational \_\_\_\_\_
- Agriculture \_\_\_\_\_

4. TYPE OF CHURCH

- Church with Multiple Staff \_\_\_\_\_
- Church with Solo Pastor \_\_\_\_\_
- Mission Church \_\_\_\_\_
- Non-PCA Church \_\_\_\_\_
- Overseas Church \_\_\_\_\_

5. SIZE CHURCH

- Under 100 members \_\_\_\_\_
- 101-250 members \_\_\_\_\_
- 251-500 members \_\_\_\_\_
- 501-800 members \_\_\_\_\_
- 801-1,000 members \_\_\_\_\_
- 1,001-1,600 members \_\_\_\_\_
- Over 1,600 members \_\_\_\_\_

6. TYPE OF POSITION VACANT
- Pastor (Solo) \_\_\_\_\_
  - Senior Pastor \_\_\_\_\_
  - Associate Pastor \_\_\_\_\_
  - Assistant Pastor \_\_\_\_\_
  - Interim or Supply \_\_\_\_\_
  - Lay Professional \_\_\_\_\_
  - (e.g. Educator, Musician)
  - Pastoral Counselor \_\_\_\_\_

7. CONGREGATIONAL INFORMATION
- Average Attendance \_\_\_\_\_
  - # of Adults over 65 \_\_\_\_\_
  - # of Adults under 65 \_\_\_\_\_
  - # of Teens \_\_\_\_\_
  - Number of Children \_\_\_\_\_

8. FINANCIAL INFORMATION
- Total Income \_\_\_\_\_
  - Benevolent Disbursements \_\_\_\_\_
  - Church Expenses \_\_\_\_\_
  - Ministers Compensation Package \_\_\_\_\_

9. MANSE:  
 (a) Does the church have a manse? \_\_\_Yes \_\_\_No (b) If "yes," is the pastor expected to live in the manse? \_\_\_Yes \_\_\_No

10. SCHOOL:  
 Does the church own or operate a school? \_\_\_Yes \_\_\_No

11. PROGRAMS AND OUTREACH
- |       |       |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

**PART II -- PASTOR CRITERIA DESIRED**  
**(Check all that apply)**

- A. YEARS OF MINISTRY EXPERIENCE REQUIRED (may include ordained or nonordained experience):
- None needed \_\_\_\_\_
  - 1-5 \_\_\_\_\_
  - 5-10 \_\_\_\_\_
  - 10-20 \_\_\_\_\_
  - Over 20 \_\_\_\_\_
  - No preference \_\_\_\_\_
- B. Marital Status:
- Single \_\_\_\_\_
  - Married \_\_\_\_\_
  - No preference \_\_\_\_\_

### PART III -- CONGREGATIONAL PRIORITIES

THE CONGREGATION PLACES PRIORITIES FOR THIS MINISTER ON THE FOLLOWING:

Check no more than six (6) of the following twenty activities to indicate the highest priorities for this ministerial position.

#### **CHECK NO MORE THAN SIX (6)**

1. \_\_\_ WORSHIP LEADERSHIP: Pastor and Session work to develop a rich worship life, educating the congregation for meaningful participation.
2. \_\_\_ PROCLAMATION OF THE WORD: The word of God is preached with urgency and conviction, bringing it to bear on the changing needs of individuals, the community, and the world. High priority of pastor's time placed on sermon preparation.
3. \_\_\_ SPIRITUAL DEVELOPMENT OF MEMBERS: Pastor shares members' struggles regarding the Christian faith, with opportunity provided for individuals and groups to reflect on beliefs, concerns, doubts regarding Christian understanding of the spiritual dimensions of life.
4. \_\_\_ CONGREGATIONAL VISITATION: Church officers and pastor develop and carry out a systematic plan for visitation of the entire congregation with special attention to prospective members and those with special needs.
5. \_\_\_ HOSPITAL OR EMERGENCY VISITATION: Those in hospitals or emergency situations are regularly visited; network developed to keep pastor and others informed of crisis situations; needs of ill or bereaved are met.
6. \_\_\_ CONGREGATIONAL FELLOWSHIP: Emphasis placed in developing fellowship, helping members to know one another; groups encouraged which give members the opportunity to love and support one another.
7. \_\_\_ COUNSELING SERVICE: A counseling program initiated for assisting those in and outside the Church; appropriate referrals made when needed.
8. \_\_\_ EVANGELISM: Pastor and congregation share faith in Christ as personal Savior in total lifestyle; seek to lead others within and outside the Church to accept Jesus Christ; congregation is informed, trained, helped to establish effective evangelism programs for the church.
9. \_\_\_ DISCIPLESHIP TRAINING
10. \_\_\_ ENCOURAGING THE MINISTRY OF THE LAITY: Creative ideas and directions developed together with the Session; many persons with appropriate skills stimulated to become involved in services.
11. \_\_\_ MISSION BEYOND THE LOCAL COMMUNITY: Awareness of the Church's worldwide mission and opportunities for corporate and individual involvement; specific projects identified: persons challenged to support, study and/or visit mission programs on six continents.
12. \_\_\_ DEVELOPMENT AND SUPPORT OF EDUCATION AND TRAINING PROGRAM: Session and pastor identify the educational needs of persons of all ages and backgrounds, developing programs to meet needs; church education supported; educational goals are congruent with the total mission of the Church.
13. \_\_\_ TEACHING RESPONSIBILITY: Pastor accepts an active teaching role, interpreting and teaching the Scriptures, theological concepts, history of the Church and current events; provides instruction for Church Officers; educational leaders, and confirms new members.
14. \_\_\_ INVOLVEMENT IN LOCAL COMMUNITY PROBLEMS AND ACTIVITIES: Concern for identifying social problems in the community; work done with groups seeking solutions. Time and skills committed to community groups. Information and encouragement provided which enable members to become informed and involved.

15. \_\_\_ CONGREGATIONAL COMMUNICATION: Two-way communication encouraged, information gathered and shared that will assist problem solving and decision making; varying opinions elicited and all encouraged to listen to opposing points of view.
16. \_\_\_ ADMINISTRATIVE LEADERSHIP: Pastor accepts appropriate administrative responsibilities, in climate of delegated tasks and shared leadership; volunteers and professional staff encouraged to use their ideas and skills. Work done on developing accountability.
17. \_\_\_ STEWARDSHIP AND COMMITMENT PROGRAMS: Session and pastor develop a planned stewardship education program to communicate the financial needs of the local church and mission beyond the local church; congregation challenged to commitment to Church's work.
18. \_\_\_ EVALUATION OF PROGRAM AND STAFF: Systematic procedures used to evaluate programs and staff performance in accord with goals and objectives. Others trained to use these skills. Regular assessment and evaluation.
19. \_\_\_ CONGREGATIONAL AND DENOMINATIONAL RESPONSIBILITY: Value placed on balance between local church and Assembly responsibilities. Congregation and Session know and are involved in the work of the denomination.
20. \_\_\_ DIACONAL MINISTRIES: Ministering to the needs of those inside and outside of the Church.

**PART IV -- PASTORAL MINISTRY STRENGTHS OR EXPERIENCE DESIRED**

Please check **NO MORE THAN SIX (6)** primary pastoral ministry strengths or experience expected for this position.

- |                         |                       |                               |                         |                           |
|-------------------------|-----------------------|-------------------------------|-------------------------|---------------------------|
| ___ Preaching           | ___ Teaching          | ___ Evangelism                | ___ Discipleship        | ___ Worship Leadership    |
| ___ Team Work           | ___ Counseling        | ___ Youth Work                | ___ Leadership Training | ___ Church Administration |
| ___ Christian Education | ___ Singles Ministry  | ___ Stewardship               | ___ Diaconal Ministry   | ___ Ministry to Seniors   |
| ___ Pastoral Visitation | ___ Community Service | ___ College & Career Ministry |                         |                           |