

Grace Bible Church Job Description

Pastoral Resident (Full-Time, Salaried)

About This Role

This Pastoral Resident (PR) position is a paid residency lasting two and a half years. The earliest start date is **January 4, 2027**. The PR will assist and perform pastoral work at Grace Bible Church, such as teaching, ministry oversight, shepherding, missions leadership, and project management. He will continue his education and development through pastoral networking, required reading and writing, congregational connection, and attendance at [Made to Flourish](#) resident conferences. He will work alongside the other pastors at Grace Bible Church to serve her members in the many facets of the church's ministry. The overall goal of the PR program is to offer young ministers opportunities early in their career to receive training and development from seasoned pastors in the context of a local church, which will help set them up for long-term success in pastoral ministry.

To gain a general understanding of our PR program, anyone interested in applying to this role should first read this [packet](#). The PR is meant to be a “generalist” position, and this document provides extensive details and should be able to answer many questions applicants may have. As for this specific position, **there will be an emphasis on the areas of missions, discipleship, and operations**; more information is below.

The Team

The PR reports directly to the Associate Pastor over missions, discipleship, and operations and works closely with the pastoral staff and other ministry directors.

Knowledge, Skills, and Abilities Required

- Christian with high integrity, actively pursuing a relationship with God
 - Membership at Grace Bible Church will be required for this position.
- Meets the biblical qualifications of an elder, especially “able to teach”
- Master's degree (e.g., M.Div., M.A., M.T.S., etc.) from a qualified institution (or close to completion)
- A clear internal call to lead pastoral ministry (whether lead/senior or otherwise) and/or church planting work
- Multiple sources externally confirming a call to ministry
- Some church-based ministry experience (whether vocational- or volunteer-based)
- Clearly enjoys and prioritizes the local church
- Has demonstrated a strong work ethic
- Agrees with Grace Bible Church's theological convictions and fits the culture of our church
- Gives evidence of leadership skills (e.g., organized, self-motivated, dependable, delegator)
- Has strong people skills and is a self-starter when it comes to forming relationships
- Project management skills (and a “figure it out” mentality)

- Basic proficiency in written and verbal communication
- Ability to adapt to a continually changing environment and work on a team
- Doesn't take themselves too seriously
- Must be able to pass a background screening

Job Responsibilities and Tasks

Ministry Leadership:

- Assist with the organizational and pastoral leadership of various ministries in the church, including community groups, Bible studies, auxiliary ministries, local outreach efforts, and global outreach efforts.
 - Year one will largely be shaped by coming alongside the pastors on staff through assistance, observation, and execution of opportunities with supervision/coaching.
 - In year two, the PR will step even more prominently into leadership.
- Under pastoral oversight, serve as the main staff liaison/leader with regard to benevolence ministry, coming alongside elders, deacons, staff members, and volunteers to ensure effective plans and strategies are created and maintained for assisting church and community members with financial needs and other related burdens.
- Coordinate opportunities for church members to be both trained and mobilized for local outreach; conduct meaningful research on our neighborhood, city, and county to identify meaningful service opportunities to the end of making more disciples.
- Attend meetings, provide counsel, and work alongside various committees within the church when needed, including men's ministry, women's ministry, special needs ministry, finance, and human resources.
- Preach and teach at Grace Bible Church.
 - At least 1 Sunday morning service during the residency
 - At least 2 Wednesday evening services per year
 - At least 2 Sunday evening student services per year
 - At least 4 men's Bible studies per year
 - At least 6 Core Seminar/adult education settings per year
- Evaluate and review the teaching at Grace Bible Church, as well as assist in planning our weekly liturgies.

Project Management:

- Assist the Associate Pastor over operations and deacons with financial administration, including budget creation, budget upkeep, and financial transparency and reporting.
- Assume primary responsibility over numerous short-term projects related to volunteer services within the church (e.g., hospitality, guest services, parking, building and grounds, facilities, security, policies and procedures, etc.), working alongside staff members, deacons, and key leaders to ensure the teams' goals are efficiently and effectively accomplished.
- Lead at least one short-term mission trip, assisting in the planning, training, evaluation, and on-the-ground leadership.

Continuing Education and Leadership Development:

- Complete philosophy of ministry readings, to be scheduled on a monthly basis.
- Complete papers on the PR's ecclesiological commitments and philosophy of ministry.
- Attend multiple outside conferences and denominational meetings for networking purposes.
- Network with pastors locally and beyond to build the PR's opportunities for a post-residency position.

Weekly Schedule and Expectations

This is a full-time, exempt salaried position that requires a minimum of 40 hours per week, with at least 2 in-office hours per day during the general office hours (Monday to Thursday, 9:00 a.m. to 3:00 p.m.). The PR will be required to attend weekly staff meetings, monthly elder meetings, regular deacon meetings, quarterly congregational meetings, Sunday worship services, and Wednesday night prayer services. They will also have regularly scheduled meetings with their primary mentor, program coordinator, and secondary mentor(s).

Salary and Benefits Package

The PR will be offered a comprehensive salary and benefits package including:

- Full Medical Insurance Coverage (for employee)
 - Optional coverage for family (to be paid by employee if opted in)
- Vision Insurance Stipend (for employee)
 - Optional coverage for family (to be paid by employee if opted in)
- Dental Insurance Stipend (for employee)
 - Optional coverage for family (to be paid by employee if opted in)
- Paid Sick Leave and Paid Time Off

The church will also assist with:

- Moving Expenses
- Continuing Education Expenses (e.g., additional seminary coursework, conferences, etc.)
- Ministry-Related Expenses (e.g., hospitality/meals, books, discipleship, etc.)