

June 2022



LEAD PASTOR / ELDER – JOB DESCRIPTION

ABOUT US: Established in 1998, Pilgrim Baptist Fellowship, Hamilton, Ontario is a Baptist, elder-led, congregation-ruled, evangelical church of about 30 members. We belong to the Sovereign Grace Fellowship of Canada (SGF). We currently rent the Hamilton Mountain Seventh-day Adventist Church building on Sundays for our worship gatherings and prayer meetings, and sometimes for midweek meetings. We are committed to the Doctrines of Grace and the Gospel. More information about what we believe is available on our website at www.pbfchurch.ca and listed under “Who We Are” below.

POSITION SUMMARY: The Lead Pastor/Elder is one of the elders of Pilgrim Baptist Fellowship (PBF). He is a mature disciple of the Lord Jesus Christ and meets the qualifications outlined below. As the first among equals, he will lead and care for the other elders and members of the church, helping the church to fulfill her calling. He will work towards healthy teamwork and collaboration, good communication, and mutual respect.

His primary areas of oversight include:

Preaching and Teaching

- Serve as the primary preacher of the Word in our services.
- Consistently communicate the Gospel as part of his preaching and teaching.
- Faithfully teach the word in all other contexts, e.g., Christian Education ministry, Bible studies, prayer meetings, and small groups.
- Oversee the preaching and teaching ministries of the church and ensure consistency with Scripture and our doctrinal statement.
- Oversee weekly worship services, prayer meetings, and small groups.
- Train other capable teachers and preachers within the church so that they can better serve the ministries and people of the church with their gifts.
- Support the church’s ministries through teaching, training, and resourcing as needed.

Member Care and Outreach

- Faithfully pray for the congregation and the church’s ministries.
- Perform pastoral shepherding beyond the pulpit, i.e., ministering the word to families, couples, individuals, and small groups.
- Provide personal, direct pastoral care to elders, staff, key leaders and their families.
- Oversee, along with the other elders and deacons, the pastoral care needs of the congregation, such as in-hospital visitation, home visits, counselling, performing marriages and funerals.
- Discover and implement gospel ministry in ways which extend beyond the pulpit.
- Utilize gifted and capable members in the church to help with outreach efforts.
- Ensure PBF is intentionally involved in local and global missions.

Strategic Leadership and Planning

- Lead (or entrust to others) staff meetings, elder meetings, and other activities to clarify and execute goals and objectives.
- Prayerfully envision, develop, plan, and implement, together with the other elders, a clear discipleship pathway to effectively make and mature disciples of Jesus Christ.
- Enable the support and development of staff, leaders, and deacons, providing them with relevant opportunities, resources, and education.
- Ensure staffing, facilities, and programs are effectively aligned with our calling as a church.

Administration

- Keep abreast of administrative work and utilize fellow elders, deacons, and church members in accomplishing various tasks, e.g., Audio-Visual Team, Abuse Prevention Committee, and church schedules.
- Contribute to key administrative aspects of the church's ministry, such as our website, social media pages, directory, statement of faith, membership workbook, and constitution.
- Oversee development of and adherence to church systems, policies, and procedures.

TIME COMMITMENT: (Initial approximations)

- A typical work week shall entail 40 hours of work.
- 60% – given to prayer and ministering the Word (prayer for the church, preparation time, preaching and teaching to the congregation and smaller groups or on a one-on-one basis).
- 20% – member care and outreach.
- 20% – strategic leadership, planning, and administration.

OTHER EXPECTATIONS AND GOALS:

- Spends adequate time maintaining personal devotional life.
- Be open to occasionally ministering beyond PBF, such as within other SGF churches in pulpit exchanges. We want to be a church that is engaged with other like-minded churches.
- In addition to taking some time off throughout the year, for which we grant 4 weeks of paid leave annually, take a 3-month paid sabbatical every 3 years for spiritual renewal/refreshment/development.

REMUNERATION:

- Annual salary between \$50,000 - \$70,000 (based on experience and education).
- 4 weeks of annual paid vacation leave.
- A 3-month paid sabbatical every 3 years for spiritual renewal/refreshment/development.

APPLICATION INSTRUCTIONS:

- Please apply with a cover letter, resume, personal testimony of faith (1-2 pages), philosophy of ministry (1-2 pages), and references.
- Submit your application via email to the church at info@pbfchurch.ca.
- All interested candidates are encouraged to apply.

QUALIFICATIONS – Lead Pastor/Elder of PBF

Character

- Disciple: Must be a mature follower of Jesus Christ with a clear testimony of faith and a passionate, growing relationship with Him. This is displayed in a love for Jesus and others (Matthew 22:37-39).
- Elder: Meets the biblical qualifications of an elder (1 Tim. 3:1-7, Tit. 1:5-9, 1 Pet. 5:1-5).
- Humble: Demonstrates a servant’s heart and teachability (Mark 10:42-45; Phil. 2:3-7).
- Family: If married, leads, provides, and cares for his wife and children.
- Prayer: Must be a devoted man of prayer.
- Virtue: Embodies the qualities of a Spirit-filled life and must be increasing in the fruit of the Spirit (Gal. 5:22-26).
- Reputation: Must be thought well of by outsiders (1 Tim. 3:7).

Competency

- Preaching: Strong gifts for expository preaching and teaching the Bible.
- Pastoral heart: Strong people skills and mature emotional intelligence, sincerely caring for the well-being of church members and visitors.
- Communication: Effective communicator in settings, both interpersonal and corporate.
- Ministry equipper: Skilled in recruiting, developing, encouraging, and overseeing church members, deacons, elders, and other leaders towards fruitful discipleship (Eph. 4:11-16).

Compatibility

- Doctrine: Must be in full agreement with our doctrinal statement (see our website).
- Ministry philosophy: Aligned with principles as outlined in “Who we are” (see below).
- Context: By understanding PBF’s past and present, is motivated to help move the church forward in the will of God, i.e., in increasing conformity to Christ and Scripture.
- Teamwork: Able to work collaboratively and efficiently with elders, deacons, members, and other staff, as outlined under “Competency” above.

Capacity & Personal

- Highly motivated, action-oriented, focused, and leads with initiative, creativity, and excellence.
- Strong work ethic, organized, and manages priorities and time well.
- Fulfills all ministry responsibilities while maintaining a healthy personal and family life.
- If married, has a supportive spouse.

Education & Experience

- Theological training: preferred bachelor’s degree or master’s degree in theology.
- Past service and leadership in the local church, particularly in “feeding the flock” through the ministry of the Word.
- Preferably having received hands-on mentorship in the local church from elders and/or the lead pastor.

WHO WE ARE – Pilgrim Baptist Fellowship

Values

- We value a plurality of elders
- We value Word-centered ministry (which includes preaching the whole counsel of God)
- We value every member ministry/meaningful membership (Elders set the example and equip the members to minister to/disciple one another)
- We value developing and training future leaders of the Church
- We value family-oriented ministry (equipping parents and recognizing children in our midst)
- We value a balanced diet in meetings (Sunday gathering, corporate prayer, Bible study, fellowship, etc.)
- We value missions and evangelism
- We value elder-led congregationalism (elder-led, congregational-rule)

Doctrine

- Our statement of faith (pbfchurch.ca/what-we-believe)
- Doctrines of grace
- Historical Christian orthodoxy, reformed tradition, evangelistic, baptistic