

ASSOCIATE PASTOR

JOB DESCRIPTION SUMMARY

The Long Grove Community Church of Long Grove, Illinois is seeking a full time Associate Pastor who is able to skilfully oversee the development and implementation of the Outreach Ministry, Evangelism Ministry, and guide the Adult Discipling Ministry. Additionally this role includes assisting with the preaching and teaching; Pastoral duties including administering the sacraments, performing weddings, visiting the sick, and with faithfulness performs the various duties incumbent upon him as Associate Pastor.

VALUE STATEMENT

“That every person has a personal relationship with Jesus Christ. That this relationship cause every person to become more like Him, to make disciples who will then develop other disciples. That, relying on Jesus Christ the Lord, through His Holy Spirit, every person in the body will be united and held together, building up the body of Christ in love as each one does his or her own part. Further, it is the vision of this church to equip people, empowered by the Holy Spirit, to serve one another and to take the Good News of Jesus to this community and beyond.”

As we summarize the essentials for all staff members, we look specifically to three criteria: Character, Competency and Chemistry. Godly Character is what describes the developed attributes of a new creature in Christ. Competency defines the gifts and abilities from Christ needed to do the job. Chemistry is the importance of assimilating with the rest of the staff and body of Christ. All of the above are essential.

The essential CHARACTER qualities desired of the candidate applying for this position are outlined as follows:

- Passion for God and People: As seen in his vision, personal relationship with Jesus Christ as Lord and Savior, relationship to others, and desire to see people come to faith.
- Maturity in Christ: As evidenced by the fruit of the Spirit and demonstrated track record with present and past relationships.
- Wisdom in the Ways of God and Man: As demonstrated by his methods, both past and present, in dealing with difficulties and obstacles.
- A Servant's Heart: As seen in the way he lives his life inside and outside of his formal job description.
- Servant Leader: As demonstrated by the way he recognizes and values the contributions of different members of the body.

The gifts and abilities that qualify the candidate to be COMPETENT for this position are outlined as follows:

- Teaching: Expounding the scriptures and teaching biblical principles so that people are motivated and challenged to a deeper walk with God.
- Leadership: Knowing where God is leading and the capacity to bring others along.
- Vision: Articulating direction so that people are impassioned and energized to follow. Self starter and initiator of ideas and activities.
- Discipleship: Described by past and present disciples who are now actively serving God and discipling others.

- Training: Equipping others so they are resourced and empowered to walk more fully in their gifts and abilities.
- Communication: Teaching, speaking and listening clearly, relevantly and biblically.
- Team Player: Understands and exhibits strong team building skills as well as performs well as a team player. Must enjoy accomplishing goals through teamwork. Gifted working with volunteers and staff.

The specific duties to be performed by the individual in this position require a high level of CHEMISTRY with other staff and leadership. The individual must demonstrate the ability to get along with a wide range of personalities. Specific responsibilities contained in attachment A. The Associate Pastor will need to spend a proportioned amount of time on site. This will require regular office hours to be available to staff and congregation. The position has a dual reporting line to both the Church Administrator and Senior Pastor.

PROFESSIONAL QUALIFICATIONS

In addition to the Biblical qualifications for leadership found in scripture (1 Timothy 3 and Titus 1) and written above; to qualify for this position, candidates need to have a four-year undergraduate degree from a college or Bible school, and a master of divinity degree or equivalent experience. In addition the candidate must have a minimum of five years experience.

COMPENSATION

The salary range for this position is \$50,000 - \$60,000 plus a benefit package.

TIMELINE

We are targeting to fill this position in January, 2009.

CONTACT INFORMATION

lccpastorsearch@lgcc2day.com

Attachment A

- **Evangelism**
 - Raise the level of evangelism as a value within LGCC
 - Develop contacts and relationships necessary to connect LGCC with the community at large in ongoing servant evangelism opportunities.
 - Provide leadership to Outreach and Evangelism Ministry Teams in programs that are in place and in the planning of future programs.
 - Work with leadership to develop strategy and plans that achieve reaching seekers as laid out in Vision 2010
 - Responsible for recruiting, training, advising and releasing volunteer lay leadership for servant evangelism.
 - Study, research and assist in the development of cutting edge servant evangelism opportunities

- **Outreach**
 - Develop a Ministry Team to plan and implement short term mission trips to develop the heart of the congregation to reach out as the arms of Christ to the world
 - To assist Youth Ministry efforts related to local and short-term missions
 - Insure the ongoing communications between LGCC and the Missionaries we support.
 - Work with leadership in managing the Benevolence distributions in support of international, domestic and local missions and ministries.
 - To lead the Outreach Core Ministry Leader in the work of organizing, promoting, communicating, and evaluating ongoing Outreach Evangelism and Mission efforts.

- **Adult Discipling**
 - Oversee the Adult Education Ministry, including recruit, equip, empower, mentor and monitor Core Adult Ed Leader, teachers and ministry volunteers.
 - Provide teachings ministry wide as needed to include but not limited to Men's Women's and leadership retreats and programs.
 - Develop Training for teachers in the Adult Education Ministry.
 - Assist with training of small group leaders.
 - Oversee and give guidance to the Library Ministry

- **Pastoral Duties**
 - Oversee the provision of pastoral Care for the Congregation
 - Preach from the pulpit 20% of the time
 - Assist with weddings, funerals and baptisms.
 - Conduct other duties as assigned by the Church Administrator, Senior Pastor or Elders

- **General**
 - Provide a monthly written report to the Ministry Leaders and Church Administrator.
 - Attend monthly Ministry Leader Meetings
 - Prepare and manage the annual budget for the Outreach, Evangelism and Adult Discipling.
 - Subscribe to and live in accordance with the Statement of Faith, Constitution and Policies of Long Grove Community Church.
 - Fully support and engage in the fulfillment of the Mission and Vision of Long Grove Community Church.

VISION

Vision for Worship

We want to be a church in which every generation encounters God in Spirit led worship.

- Worship is a church-wide value that is our highest ministry priority.
- Worship is for the Body, but with an evangelistic perspective – seeker-sensitive. (*We want to reach the culture and lead people to Christ.*)
- The highest priority is to engage the worshipper's heart in focusing on the glory of God.
- Have kids (*4th grade and older*) worship with us for the first part of the service and then dismiss them before the sermon to Sunday School.

Vision for Authentic Community

We want to be a church in which every generation is significantly connected with others.

- We are devoted to one another in Christian love, enthusiastically supporting and caring for each other.
- We meet regularly in small groups, so that everyone is significantly connected with others.
- Life together makes us eager to do ministry together.
- We experience true community with each other and thereby greater community with God.

Vision for Reaching Seekers

We want to be a church in which every generation reaches out to seekers of every age with the love and truth of Christ.

- Staff and leaders model a concern for the lost.
- We are eager to connect with seekers.
- Through relationship we communicate God's love and concern for everyone.
- We find creative ways to minister to seekers.
- Seekers enthusiastically come to faith, accepting Jesus as Savior and Lord.

Vision for Equipping and Empowering Leaders

We want to be a church that grows every generation in spiritual maturity, equipping them for ministry, and empowering them to carry on the continuing work of the Lord.

- Everyone grows spiritually and come to understand God's gifting and calling.
- They enthusiastically enter into the ministry.
- They are mentored in ministry and continue to mature spiritually.
- They become mentors, helping others to mature as they minister together.
- All people and ministries work together to grow everyone into fully mature, devoted followers of Christ.

FAITH AND COVENANT

FAITH -- This Church acknowledges as its sole Head, Jesus Christ, the Son of God and the Savior of man. It acknowledges as brothers in Christ all who share in this confession. It looks to the Word of God in the Scriptures, and to the presence and power of the Holy Spirit, to prosper its creative and redemptive work in the world. It claims as its own the faith of the historic Church expressed in the ancient creeds and reclaimed in the basic insights of the Protestant Reformers. It affirms the responsibility of the Church in each generation to make this faith its own. In accordance with the teaching of our Lord and the practice prevailing among evangelical Christians, it recognizes two Sacraments: Baptism, and the Lord's Supper or Holy Communion.

This Church is called by God to make this confession:

1. We confess our faith in the triune God—Father, Son and Holy Spirit.
2. We confess that Jesus Christ is truly God and truly man. Because of our sin and estrangement from God, at the Father's bidding the Son of God took on flesh. Conceived by the Holy Spirit and born of the Virgin Mary, He became like us in all things apart from sin. He died on the cross to atone for our sin and reconcile us to God and on the third day rose bodily from the dead. He is the sole head of the church, the Lord and Savior of us all, and will one day return in glory, power and judgement to usher in the kingdom of God in its fullness.
3. We hold that the Bible is the written Word of God, the infallible rule of faith and practice for the church of Jesus Christ. The Scriptures have binding authority on all people. All other sources of knowing stand under the judgement of the Word of God.
4. We affirm that the central content of the Scriptures is the gospel of reconciliation and redemption through the atoning sacrifice of Christ and His glorious resurrection from the grave. The good news is that we are saved by the grace of God alone, the grace revealed and fulfilled in the life and death of Jesus Christ, which is received only by faith. Yet this faith does not remain alone but gives rise to the works of piety, mercy and justice. The Holy Spirit, who spoke through the prophets and apostles, calls us today, as in the past, to seek justice and peace for all races, tongues and nations.
5. We confess as our own the faith embodied in the great ecumenical and Reformation creeds and confessions, finding them in basic conformity with the teaching of the Holy Scriptures.
6. We confess that the mission of the church is to bear witness to God's law and gospel in our words and deeds. We are sent into the world as disciples of Christ to glorify God in every area of life and to bring all peoples into submission to the Lordship of Christ, baptizing them in the name of the Father and of the Son and of the Holy Spirit. We seek to obey this commission in the full assurance that our Lord and Savior is with us always, even to the end of the age.

COVENANT -- We covenant one with another to seek and respond to the Word and the Will of God. We purpose to walk together in the ways of the Lord, made known and to be made known to us. We hold it to be the mission of the Church to witness the gospel of Jesus Christ in all the world, while worshiping God, and striving for truth, justice and peace. As did our fathers, we depend on the Holy Spirit to lead and empower us. We pray for the coming of the Kingdom of God, and we look with faith toward the triumph of righteousness and eternal life.

THE LGCC STORY

The story of Long Grove Community Church begins in the mid 1830's. German immigrants settled this area in the hopes of forging out a new and better life for themselves. Illinois was still a wilderness that had only recently become a state. The going was hard, but the land proved excellent for farming. When a second wave of immigrants came in the mid-1840's, it was time to establish a church. Land was donated. A minister who served as a missionary to the Indians on Lake Huron came to be the pastor. In 1846, the first services were held, and for 10 months the congregation worshiped in a barn.

The men and women who founded Long Grove Community Church were German Evangelicals. They were scripturally-centered people who were especially concerned to live out their faith by reaching out to others in tangible ways. Throughout America, German Evangelicals established schools, orphanages, and hospitals. Prior to the Civil War, our church built a one room school house where German was taught. In the early 20th century, we joined with other German churches to establish an orphanage and care facility in Elmhurst.

With a new century, came many changes. The church widened her circle of ministry to include local people who were not German-speaking. Two denominational mergers took the church away from her Evangelical roots. By 1950, the church had grown so small that the denomination recommended the doors be closed. But God gave the people a vision. Instead of closing their doors, they built Sunday School rooms for children. As people migrated from the city to the suburbs, the area grew and so did the church. By the late 1960's, we had transitioned from a small rural church into a suburban church.

But the two denominational mergers diluted the church's direction and sense of mission. Church leaders recognized this and acted to move the church back to her roots finding that pioneering spirit and faith of the Evangelicals who first established the church. Once again, we became focused on being scripturally-centered people who are concerned to live out our faith in tangible ways. Missions are a priority within our church's budget and ministry opportunities that reflect a commitment to local, national, and international missions. As in former days, the Bible is taught to be the Infallible Word of God that directs us and Jesus is proudly proclaimed as Savior and Lord.

As we continue to move forward into the future and back to our roots, we have a larger vision of reaching people within our immediate geographical area. We believe that God has planted us here for a reason and mission that is unique to us. This vision calls us to make an impact for Christ by being a family-friendly community where every generation is passionate about loving and worshipping God ... where we are connected to one another in small groups, supporting and encouraging authenticity and spiritual growth ... where we are eager to love and serve others by reaching out in ministries that ultimately encourage others to love Jesus ... and where we are committed to empowering leaders and volunteers for ministry so that both "the served" and "the servants" are transformed by the Holy Spirit's work.

Long Grove Community Church Profile

1110 RFD
Long Grove, IL 60047-9760
(847) 634-3635 (Main Number)
(847) 634-3660 (Fax)

E-mail us at: longgrovechurch@lgcc2day.com
Visit us at: longgrovecommunitychurch.org

2007 MEMBERSHIP INFORMATION

a. Number of church members:	349
b. Average attendance at worship:	180
c. Average participation of children/youth:	45

2007 Church Finances

a. Total Operating Budget	\$718,504
b. Outreach Budget	\$94,277

Staff Team Leadership

<u>Position</u>	<u>Name</u>
Senior Pastor	Craig Baldacci
Associate Pastor	Jim Keena
Church Administrator	Sandy McManaway
Director of Children's Ministries	Mindi Morris
Director of Youth	Cliff Nellis
Director of Worship & Arts	Lyudmila Lakisova
Wedding/Baptism Coordinator	Sue Adams
Office Manager	Cheryl Moss
Financial Manager	Kathy Wood
Asst. Secretary/Receptionist	Sandy Merwin

Church Property

Church building: 159-year-old Sanctuary used for Worship services, weddings and baptisms. Back rooms are used for meetings and Sunday school.

Church Community House: 8,000 square foot building used for Worship services, Sunday school, and large gatherings.

Office building: A converted parsonage that provides office space for the staff.

Major Events in the history of the church:

- | | |
|---|------|
| 1. Church founded by German immigrants. | 1846 |
| 2. Denomination suggests that it close its doors and consolidate with another church. This church stays open. | 1950 |
| 3. Transition from rural to suburban church. | 1968 |
| 4. Church begins and completes first expansion project in more than 40 years. | 1994 |
| 5. Church implements a biblical mission statement and 4 course Devoted Follower Strategy. | 1997 |
| 6. Church joins Biblical Witness Fellowship, the evangelical, biblical branch of the United Church of Christ. | 2002 |
| 7. Church votes for removal from the United Church of Christ. | 2005 |

COMMUNITY CHARACTERISTICS

1. Population of total town in which the church is located: 6,735
2. Description of the population by racial-ethnic category
 - 83% Caucasian
 - 17% Hispanic, black, oriental, other
3. Economic factors – identify major sources of employment/income in the community:
 - Most residents are professional/managerial people.
 - Many entrepreneurs who own businesses
4. Describe three distinctive attributes of your community:
 - Affluent, well-educated people.
 - Historical community that envisions itself as rural, although it's located in the center of suburbia.
 - Large Jewish population.
5. Members of the church are drawn from over 3 school districts.
6. The church participates in the following as a part of its mission in the community:

Angel Tree, Lake County Food Drive,
Pacific Garden Mission, Young Life

1. CONGREGATIONAL LIFE

People are growing in their faith and are experiencing God in authentic ways. Many people are coming to a greater understanding of the Word of God and we are seeing God transform their lives. We are a church that is highly organized and are working to trust God for big things as we move forward. The leadership of the church has a passion to be the kind of disciples Christ calls us to be.

Church objectives within the next 5 years include:

- Continuing to develop a more biblically literate congregation.
- Developing an excellent worship experience in the Sunday morning worship service.
- Expanding the existing Children's and Youth Programs.
- Significant outreach to those who don't know Christ as Savior and Lord – major avenues through wedding and baptism ministries and a new initiative in connecting with the under resourced in our community.

2. WORSHIP SERVICES

- a. Describe the style of worship on Sunday mornings.

The style of worship is a blend of 70% contemporary and 30% traditional which includes a choir and praise team. Contemporary worship has grown over the last few years.

Youth Led Worship is held once a month to include the youth in leading worship. Children in kindergarten and above begin with their parents in the worship service and adjourn to Sunday School before the message. The Youth currently worship with the congregation and then leave for a special Youth Message and small group time each Sunday morning during the first service.

Church Leadership

How is the church governed?

We are congregationally ruled, Elder led, Staff driven. The Elder Board is comprised of the Sr. Pastor and four men with the ability to expand as church growth warrants.

Constitution Mandated Structure

The structure of the church is led by the Elders who have empowered the combined staff and lay Ministry Leaders to lead their area of ministry in achieving the goals and vision of the church. The Ministry Leaders report to the Church Administrator functionally and the Sr. Pastor in spiritual and pastoral matters. Once per year (at the Annual Meeting) they come before the congregation to present the Annual Report for the previous year, get approval for the upcoming year's budget. The Ministry Leaders meet once per month to review accomplishments, plan, set future direction and work as a team to further the work of the Christ within and without Long Grove Community Church.

The Trustee Board is responsible to oversee the financial and business transactions of the church, making sure that all of our church's ministries are properly supported.

Depending on the ministry area and church goals, the working relationship between Ministry Leader and Pastor can be very close and highly interactive.