



Grace Church Taipei: Pastoral Job Description

Our Mission

Grace Church Taipei is the body of Christ serving the English speaking community in Taipei with God's message of Grace. Our goal is that every member be an invested, missional disciple, equipped and strategically sent to serve those in need, train leaders, and plant churches around the world.

Our History

Grace Church has experienced God's abundant grace and blessing over the past 17 years. Children's ministry has always been a priority with Grace Church; this ministry includes a robust Sunday School program for students age 2 through Grade 8, a high school youth group, and AWANA. Weekly attendance averages approximately 300 and includes English-speaking overseas Chinese, expats, and local Taiwanese believers. Grace Church also includes a number of small groups that meet throughout the week. Our ministries include the Hub, a missions-focused coffee shop that is a place to meet and connect with our local community, small groups, a men's Alpha class, women's Bible studies, and local and international missions.

Although Grace Church members come from a wide variety of denominational backgrounds, we regard the Bible as our authority rather than the traditions or customs of a particular church denomination. We remain committed to stand firm on the inerrant Word of God and to make and encourage disciples of our Lord Jesus Christ through the preaching and teaching of the Word. Preaching is exegetical and expository. Worship is contemporary with elements of traditional hymns included. Grace Church thrives on the selfless volunteer work of many members and ministry leaders, including Worship Ministry, Sound/AV, Sunday School (Director and Teachers), The Hub Management, AWANA and Hospitality. Grace Church members are generous and look for ways to serve the body with both skills and resources.

The Pastoral Role

The primary role of the pastor is to proclaim the gospel of Jesus Christ, to teach/preach Biblical truth, to engage in pastoral care, provide administrative leadership in all areas of

church life and function, supervise/evaluate paid church staff and conduct the ordinances and functions of worship.

The pastor must be someone who has sensed the Lord's call to this ministry and exhibits the characteristics of an elder as described in 1 Timothy 3: 1-7. Although not an exhaustive list, Grace Church is looking for a pastor with the following qualifications:

Professional Qualifications

- Ordained minister with at least 3-5 years preaching experience
- Graduate theological degree from an accredited seminary or divinity school
- Professed and evident personal faith in Christ
- Comprehensive knowledge of the Bible with desire to continually study and learn
- Strong religious conviction
- Ability to communicate effectively orally and in writing
- Ability to show compassion for struggles and concerns of others
- Ability to relate to a wide diversity of congregants, including strong cross-cultural skills
- Humble, servant-leader who is approachable, humble, full of grace.

Work Requirements:

- The position of pastor requires great flexibility in hours available for work, including evenings and weekends.
- The pastor should be in the office a sufficient amount of time for accessibility to members of the congregation and for regular communication with members of the church staff

Responsibilities – oversee management of all areas of the congregation's ministry

- Provide spiritual, pastoral, outreach, administrative and servant leadership to the congregation
- Prepare Christ-centered, grace-filled exegetical/expository sermons that are founded on Biblical truth; preach and conduct worship services
- Interpret Biblical scripture for the congregation
- Provide care and counseling to the congregation (e.g., visit the sick, bereaved)
- Officiate at special services (e.g., baptisms, weddings, funerals, infant dedications, etc.)
- Collaborate with church ministry leaders to ensure cohesive, unified vision and mission
- Chair monthly leadership meetings with the Leadership Team
- Support, oversee and evaluate church staff
- Ensure church facilities are functioning
- Represent the congregation in denominational or community organizations and activities to learn new ways the church can support and engage with the surrounding community

Interested applicants are invited to submit their resume and cover letter to gracechurchpastoralsearch@gmail.com.

APPENDIX

The Constitution of Grace Church Taipei

An imperfect system filled with men and women of integrity will function far better than a perfect system filled with men and women who lack integrity. The people we choose are as important as the system we use.

The name of this organization shall be Grace Church Taipei. It is affiliated with 財團法人基督教中國佈道會 (Evangelize China Fellowship) and presently in association with 天母感恩堂.

This document outlines the guidelines Grace Church Taipei follows regarding:

1. selecting key leadership;
2. managing ongoing systems and procedures;
3. providing accountability for ministry leaders;
4. supplying key information for the church body.

While impossible to anticipate all future contingencies, the intent of this document is to provide flexibility to meet long-term changing needs.

Grace Church Taipei governance is built around four teams of people:

1. Leadership Team (Elders)
2. Finance Team
3. Executive Staff
4. Ministry Team Leaders

The Leadership Team (Elders)

The Leadership Team is comprised of no fewer than five and no more than seven men, including the pastor. (Where the word “pastor” is used it always refers to the senior pastor of Grace Church Taipei.) The pastor is a permanent member of the board of elders. A staff member, other than the pastor, may not serve as an elder.

Purpose of Elders

(Where the word “elder/s” is used it always refers to members of the Leadership Team.) Elders function primarily as discerners and guardians of the organization. They are not expected to oversee specific projects or ministry areas in their capacity as elders. However, regular attendance in the worship services, active involvement in the ministries, and promoting the spiritual health of Grace Church Taipei are essential to being an integral part of the Body and knowing the spirit and health of the church. The Leadership Team functions as overseers for the entire organization evaluating the effectiveness and direction of the organization according to these criteria:

- The organization's mission: *Pursuing God's gift of transforming grace.*
 - Grace Church pursues God's gift of transforming grace in the power of the Holy Spirit for the reconciliation of the world through the redeeming work of Jesus Christ.
- The organization's resources:
 - Personnel
 - Finances
 - Facilities
- The organization's beliefs:

We believe the entire Bible is the inspired Word of God and that men were moved by the Holy Spirit to write the words of Scripture. The sixty-six books of the Old and New Testament are the complete revelation of God to humanity and are, therefore, inerrant, infallible, and, the final authority of all matters related to faith and practice.

We believe in one God eternally existing in three distinct and equal Persons—God the Father, God the Son, and God the Holy Spirit—worthy of all possible honor, confidence, and love. We believe the Holy Spirit dwells in every true believer sealing them until the day of redemption. All who have truly received God's gift of forgiveness and eternal life have been baptized into the Holy Spirit and are secure in him forever.

We believe that Jesus Christ is the eternal Son of God, conceived by the Holy Spirit, and born of a virgin he was God in human flesh to become the Savior of the world. His death on the cross is our substitutionary sacrifice and his resurrection from the dead is our hope of eternal life.

We believe humans were created in the image of God to have fellowship with Him, but through Adam's sin became alienated from God. As a result, all humanity is separated from God and is totally incapable of coming back into a loving relationship with Him through their own effort.

We believe forgiveness and fellowship with God is His gift brought to all humanity through the shed blood of Jesus Christ on the cross. Jesus' sacrifice is the sole basis for the forgiveness of sins and, therefore, only occurs when a person places their faith in the death and resurrection of Christ as the complete and sufficient payment for their sin.

We believe the local church is the body of Christ of which Jesus Christ is the Head. The members are those who have trusted by faith in the finished work of Jesus Christ on the cross and have identified with his death, burial, and resurrection in

baptism by immersion in water. The purpose of each member is to glorify God by loving Him and making Him known to an unbelieving world.

We believe every Christian should live for Jesus and not for themselves. By obedience to God's Word and daily yielding to the Holy Spirit, every believer will mature and become conformed to the image of Jesus Christ.

The Leadership Team does not determine programming. This responsibility falls to the executive staff. However, elders are responsible for evaluating programming based on its appropriateness and effectiveness in furthering the overall mission of Grace Church Taipei.

The pastor will meet with the Leadership Team on a monthly basis, not less than ten times per year.

Authority of the Leadership Team

For all practical purposes, the decision of the Leadership Team is final in any and all matters concerning the overall direction of the organization. Unless otherwise specified in this document, anything voted on by the elders requires a three-fourths majority of all in attendance in order to pass. A quorum of three-fourths must be present and voting at the time any vote is taken. There are four decisions that the Leadership Team (Elders) may not make without membership approval at an Organizational Business Meeting.

1. Elders may not appoint a new senior pastor.
2. Elders may not approve debt for the organization in excess of one-twelfth of the previous year's annual operating budget.
3. Elders cannot change or establish the denominational affiliation of Grace Church Taipei.
4. Elders may not change the Articles of Incorporation, or the Constitution.

Dismissal of an Elder from the Leadership Team

If it becomes apparent that an elder should not serve in the Leadership Team, he may resign, or by three-fourths vote of the elders, excluding the one under consideration, be immediately retired from the office. His position will remain vacant until the next regularly scheduled election or until the current Leadership Team chooses a suitable replacement.

Elders of the Leadership Team have the authority to dismiss the pastor without organizational approval by a three-fourths vote of all elders, excluding the pastor. In addition, any complaints or concerns regarding the pastor should be directed to and handled by the elders.

Election of Elders to the Leadership Team

At a time as set by the elders, but no less frequently than annually, each member of the organization will be given the opportunity to nominate any man, who is a member of the organization, as a candidate for elder. All nominations will be gathered and evaluated by the elder selection team. The evaluation will include an application, interview, and background check. At least annually the the Leadership Team will review the application and interview process.

The elder selection team is composed of three active elders, including the pastor, selected by the Leadership Team, including those who are rotating off the current team, along with three Ministry Team Leaders/ Representatives. The general team of Ministry Team Leaders/Representatives will select three people from among them. The elder selection team will conduct a successive series of votes, wherein each member of the team will vote for up to the top two to four candidates (depending on the needed number of elders) from the list of approved candidates under consideration. A super majority of three fourths is required to select an elder. Therefore, a candidate needs to receive a minimum of four of six votes to be approved. If suitable replacements are not found, the position(s) will be left unfilled until such time as the current Leadership Team is able to find and agree on a candidate.

The decision of the elder selection team is final. Current elders may not overrule the appointments of the elder selection team. However, the current Leadership Team has the option to select additional elders each year independent of the selection process outlined above. In this case, the evaluation will also include an application, interview, and background check. The Leadership Team may select an additional elder, under this paragraph, by a three-fourths vote.

Elders, other than the pastor, serve three-year terms. Elders may serve consecutive terms with the approval of the Pastor. After rotating off elders are required to wait for one year before becoming eligible for another term.

Qualifications for Leadership Team Elders

A candidate for elder must have been a member in good standing of Grace Church Taipei for a minimum of one year prior to his election to office, and have been actively participating in ministry at Grace Church Taipei. Furthermore, all Leadership Team members are required to meet the qualifications for elder/overseer as outlined in 1 Timothy 3:1-7 and Titus 1:5-9.

1 Timothy 3:1-7 (ESV) 1 The saying is trustworthy: If anyone aspires to the office of overseer, he desires a noble task. 2 Therefore an overseer must be above reproach, the husband of one wife, sober-minded, self-controlled, respectable, hospitable, able to teach, 3 not a drunkard, not violent but gentle, not quarrelsome, not a lover of money. 4 He must manage his own household well, with all dignity keeping his children submissive, 5 for if someone does not know how to manage his own household, how will he care for God's church? 6 He must not be a recent convert, or he may become puffed up with conceit and fall into the condemnation of the devil. 7 Moreover, he must be well thought of by outsiders, so that he may not fall into disgrace, into a snare of the devil.

Titus 1:5-9 (ESV) 5 This is why I left you in Crete, so that you might put what remained into order, and appoint elders in every town as I directed you— 6 if anyone is above reproach, the husband of one wife, and his children are believers and not open to the charge of debauchery or insubordination. 7 For an overseer, as God's steward, must be above reproach. He must not be arrogant or quick-tempered or a drunkard or violent or greedy for gain, 8 but hospitable, a lover of good, self-controlled, upright, holy, and disciplined. 9 He must hold firm to the trustworthy word as taught, so that he may be able to give instruction in sound doctrine and also to rebuke those who contradict it.

In light of the increased expectations imposed upon elders and their families, we believe it is wise to choose Leadership Team members who have continued in their first marriage. The only exception to this would be in the case of a deceased spouse or a man who has never been married.

The Finance Team

The Finance Team oversees all financial matters related to Grace Church Taipei. The pastor is accountable to the Finance Team in all matters relating to finances. The organization's business administrator and/or pastor will attend finance team meetings, but do not have voting privileges. The Finance Team's primary function is to ensure the financial health of the organization.

The Executive Staff may not exceed the approved salary budget without approval from the Leadership Team.

The Finance Team is ultimately accountable to the elders of the organization. The Leadership Team has the authority to override any decision made by the Finance Team. However, if such an occasion should arise, it will be necessary for the Leadership Team to meet with the Finance Team and discuss the matter fully.

The Finance Team consists of three members. The existing members of the team select new team member(s). New member(s) need the approval of the Leadership Team annually.

Finance Team members are required to be members of Grace Church Taipei and have the professional skills necessary to perform their assigned tasks. Members serve one three year term. Former members are eligible to serve again with approval from the Pastor.

The Finance Team may not hire or dismiss a staff member. This is the responsibility of the pastor. Executive Staff members may attend Finance Team meetings, but do not have voting privileges.

The Executive Staff

The senior pastor selects the Executive Staff with confirmation by the Leadership Team. The purpose of the Executive Staff is to determine programming, give vision to the various ministries of the organization, and oversee the day-to-day operations. The Executive Staff is accountable to the senior pastor. All Executive Staff members are required to meet the character qualifications as outlined in 1 Timothy 3:1-7 and Titus 1:5-9.

Ministry Team Leaders

A Ministry Team Leader is an individual selected by the Executive Staff to lead a particular ministry of Grace Church Taipei. They serve as a channel of communication to and from the various ministries of Grace Church Taipei. Ministry Team Leader meetings are a time for an open exchange of ideas and information.

A Ministry Team Leader commits to serve a one-year term and may be appointed for an additional term.

The Executive Staff determines which ministry areas are represented, as well as the number of representatives.

A Ministry Team Leader meeting is not an official business meeting of Grace Church Taipei. However, the Leaders can call for a special business meeting as specified under Organizational Business Meetings.

Grace Church Membership

At Grace Church Taipei, we define church membership as the intentional connectedness and contribution of a Christian to this local assembly of believers. The membership of Grace Church Taipei is made up of people who have received the message of the gospel and have trusted Jesus Christ alone for salvation. They have been baptized as a public profession of their identification with the death, burial and resurrection of Jesus Christ. They are committed to one another in a covenant to uphold the Statement of Faith of Grace Church Taipei and actively involved to carry out its mission.

Organizational Business Meetings

An Organizational Business Meeting will be scheduled annually. This will provide a forum for handling the business of Grace Church Taipei not otherwise reserved for the Leadership Team. The elders shall schedule the annual business meeting. Official votes taken in the annual business meeting require the presence of 25 percent of the total membership of Grace Church Taipei through attendance, proxy, or written vote. This will constitute a quorum. All issues voted on in an official organizational meeting require a two-thirds affirmative vote to pass.

The Leadership Team will appoint a moderator for all Organizational Business Meetings. Matters properly brought before and passed at business meetings shall be binding on the organization. The Leadership Team, the senior pastor, and the Ministry Team Leaders have the authority to call special business meetings. The Ministry Team Leaders may do so by presenting a petition to the elders, which includes the signatures of two-thirds of the Ministry Team Leaders. The Leadership Team will then schedule the meeting and publish the agenda at least one week in advance.

Electing A New Senior Pastor

When the position of senior pastor is vacated, the Leadership Team will take appropriate action to secure a qualified candidate to serve as senior pastor. The elders will recommend the candidate to the membership. Approval by the membership requires a minimum participation of 25 percent of the total membership of Grace Church Taipei. This will constitute a quorum. Calling a new senior pastor requires a two-thirds affirmative vote of those participating to pass.

Amending the Constitution

Constitutional amendments require a three-fourths majority vote by members of the Leadership Team before they can be presented to the membership. Additionally, amending the constitution requires a minimum participation of 25 percent of the total membership of Grace Church Taipei. This will constitute a quorum. All amendments require a two-thirds affirmative vote of those participating to pass.

Parliamentary Procedure

Organizational Business Meetings will be conducted according to Robert's Rules of Order, except as this constitution conflicts.

Budget

The Executive Staff, in conjunction with the Finance Team, will develop the budget annually. The Finance Team will present the budget to the Leadership Team for approval.