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November 2022

Thank you for taking time to review and consider the Lead Pastor position at Greenleaf Friends Church. We will be accepting applications for this position until it is filled. Please send your completed application to [dave@dbdixon.com](mailto:dave@dbdixon.com).

The search committee will review applications as they are received, and the interview process will follow. We will recommend a qualified candidate to our monthly business meeting for their approval. The start date for this position will be determined by the availability of the selected candidate.

You can find out more about Greenleaf Friends Church and Greenleaf Friends Academy, the school which the church founded in 1908, at the church and school websites.

Church - [www.greenleaffriends.org](http://www.greenleaffriends.org)

School - [www.gfaschools.org](http://www.gfaschools.org)

God bless you in this season of discernment for the Lord's leading in your life.

Dave Dixon,  
Chairman of Greenleaf Friends Lead Pastor Search Committee

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Dear Applicant for the Lead Pastor position,

Greenleaf Friends Church (GFC), a congregation of 150-200 participants, is a member of Northwest Yearly Meeting of Friends. The church includes the Hispanic congregation La Casa del Alfarero. Our vision is to be a church that loves the Lord our God, listens to His voice, studies His word, obeys, holds fast, and shares His love.

*Now choose life, so that you and your children may live and that you may love the LORD your God, listen to his voice, and hold fast to him. For the LORD is your life, and he will give you many years in the land he swore to give to your fathers, Abraham, Isaac and Jacob. (Deuteronomy 30:19b-20)*

We are seeking a Lead Pastor with the intent to hire additional pastoral staff whose gifts would complement the gifts of the Lead Pastor. Our current vacancy is because our pastor of 17 years has recently retired. He has served the Greenleaf community well during his time here and we wish him well in his retirement.

The city of Greenleaf is rural, but growing as is most of Idaho. Our previous Lead Pastor had been preparing us to grow as a church body in anticipation of the growth around us. If the community is growing, then we should expect growth in the church if we are meeting the needs of the community. One of GFC's major ministries is Greenleaf Friends Academy (GFA), a K-12 school with just over 200 students that provides a Classical Christian education. The church and school have separate facilities but share the same property. We are committed to providing leadership and support for the school.

Our goal at GFC is to be able to reach out into our community and minister to those around us. We also want to continue to support the ministry of GFA so that it can train up young people to be effective ambassadors for Christ as they go out into the world. We have a long-term goal to be involved with church planting in the area. We are seeking a pastor who can assist us in our endeavor. We are praying for God's provision and orchestration to make this happen.

Our long-term desire is to keep a balanced emphasis on encouraging our people in faithfully seeking the Lord and our corporate commitment as a church to outreach and discipleship.

Trusting in Jesus,

Greenleaf Friends Church

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20535 Academy Road Greenleaf, ID 83626

(208) 459-3896

Website: [www.greenleaffriends.org](http://www.greenleaffriends.org)

Email: [gfc@greenleaffriends.org](mailto:gfc@greenleaffriends.org)

The GFC POWER Statement is included for you to know more about our church's goals. Please include your responses to the questions at the bottom with your application.

**POWER** is a single word that Greenleaf Friends uses to name its values and balance its efforts. It is a quick reminder of who we are and what we are up to. We are a people committed to prayer, outreach, worship, equipping and restoring as we walk with and serve the Lord Jesus Christ.

## **OUR P.O.W.E.R. VALUES**

*But you will receive power when the Holy Spirit comes on you; and you will be my witnesses in Jerusalem, and in all Judea and Samaria, and to the ends of the earth.* **ACTS 1:8 (NIV)**

## **PRAYER**

*The Lord is near. Do not be anxious about anything, but in everything, by prayer and petition, with thanksgiving, present your requests to God. And the peace of God ... will guard your hearts and your minds in Christ Jesus.* **PHILIPPIANS 4:5b-7 (NIV)**

## **OUTREACH to all in need of love and grace**

*[Jesus] said to them, "Go into all the world and preach the gospel to all creation..."* **MARK 16:15 (NIV)**

## **WORSHIP that honors and glorifies God**

*Yet a time is coming and has now come when the true worshipers will worship the Father in spirit and truth, for they are the kind of worshipers the Father seeks. God is spirit, and his worshipers must worship in spirit and in truth.* **JOHN 4:23-24 (NIV)**

## **EQUIPPING for Kingdom work**

*So let us stop going over the basic teachings about Christ again and again. Let us go on instead and become mature in our understanding.* **HEBREWS 6:1a (NLT)**

## **RESTORING of souls for new life**

*Come to me, all you who are weary and burdened, and I will give you rest. Take my yoke upon you and learn from me, for I am gentle and humble in heart, and you will find rest for your souls. For my yoke is easy and my burden is light.* **MATTHEW 11:28-30 (NIV)**

## **Questions to consider:**

How do you live out this statement in your daily life? How can you lead the church in the POWER statement?

## **Lead Pastor Job Description** 2022

**Reports to:** GFC Elders and Presiding Clerk

**Status:** Full Time

**FSLA:** Exempt

**Education:** A Master's degree in some aspect of ministry is preferred, but not required.

### **Position summary:**

The pastor broadly fills the role of shepherd as modeled by Jesus Christ and as presented in the New Testament descriptions of the gift of pastor-teacher. The pastor fills organizational expectations as a teacher, worship leader, encourager to others in their ministry roles and in personal pastoral care. The pastor also represents Greenleaf Friends Church to Northwest Yearly Meeting of Friends, Evangelical Friends Mission, area churches of other denominations and area ministries and services, and the Greenleaf community in general. The pastor is also free to invest time and effort in individuals as seen fit. The pastor works closely with the elders and the presiding clerk of the meeting to determine ministry priorities. The GFC elders and the presiding clerk provide the evaluations for this position.

### **Responsibilities**

#### **Pastoral Leadership**

1. Works with the elders and worship leaders to provide well-planned weekly worship services.
2. Is the primary presenter of biblically based sermons and teachings on Sunday morning.
3. Offers pastoral care to those in need and performs weddings and funerals as requested. (These are in accord with the church's marriage and building use policy).
4. Supports and encourages La Casa del Alfarero fellowship.
5. In formal ways and in informal ways strives to equip the believers to fulfill the work of the ministry according to their spiritual gifts.

#### **Organizational Leadership**

6. Oversees the ministry staff and offers pastoral care to these persons and their families.
7. Meets regularly with the elders and coordinates their work with the priorities and plans that the elders develop.
8. Helps develop the long-term ministry vision for the church.
9. Serves as an ex officio member of the Greenleaf Friends Academy Board of Trustees and supports the school as deemed appropriate for this position. Attends regularly scheduled board meetings or arranges for a GFC member of the Board of Trustees (or GFC associate Pastor) to report board actions.

**Representative Leadership**

- 10. Strives to connect with community leaders and those searching for a church home.
- 11. Attends NWYM pastoral functions and yearly meeting sessions as much as possible.

**Core Competencies and Qualifications**

- 1. Is committed to the Bible as the inspired word of God as traditionally understood by Evangelical Friends.
- 2. Is committed to prayer and other spiritual disciplines that help him/her offer godly leadership and cultivate growth and maturing in Christ.
- 3. Has a clear sense of his/her own strengths and weaknesses and is willing to work with others according to their strengths for a healthy balanced ministry.
- 4. Is a self-starter and is self-disciplined both in work and in taking time off.
- 5. See also the general Greenleaf Friends Church Core Competencies and Qualifications.

I hereby sign to indicate that I have read and will comply with the above statements.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Witnessed by \_\_\_\_\_ Date \_\_\_\_\_

GREENLEAF FRIENDS CHURCH  
GENERAL EMPLOYEE CORE COMPETENCIES and QUALIFICATIONS

1. Must be a dedicated Christian who displays Christian faith through attitude and actions. That is, exhibits a growing relationship with God, has a teachable spirit, healthy communication skills and displays happy family and other relationships. Is committed to prayer and other spiritual disciplines that help cultivate growth and maturing in Christ.
2. Is in agreement with and signs the Greenleaf Friends Church statement of faith and commits to serve in harmony with it. Agrees that non-compliance with the statement of faith is considered grounds for termination of employment.
3. Is willing to serve under the leadership of the pastor and assigned supervisor, as appropriate to hired position. Accepts an evaluation by the supervisor after six months of job performance and annually thereafter within 30 days of the annual date of hire. Is open to suggestions and counsel for improving work performance and will accept correction. Is also aware that the supervisor welcomes questions and information about the position at non-evaluation times.
4. Agrees to become a member of Greenleaf Friends Church after the six month evaluation, if s/he is not at the time of employment. (Custodial Care employees are exempt from this requirement, although they are encouraged to become a member.)
5. Has a welcoming servant heart and views the staff position as one of ministry. Is attentive to opportunities to pray with and care for others. Has good people skills and enjoys being with people.
6. Has a passion for evangelism and outreach.
7. Maintains confidentiality. Does not share private information without permission from the person/s involved. Does not share private information with those who are not "in the need to know" for ministry purposes.
8. Will exhibit energy and enthusiasm in their daily work. Has good time management skills or is open to training to grow in this. Genuinely cares that others are successful in their areas of service. Will purposefully work at good communication and cooperation with other church staff members. Will be a team player.
9. Will have timely and consistent availability for responsibilities and is regularly involved in the life of the church.
10. Represents the church and its interests in a professional manner, both within GFC and in the community. Maintains a positive reputation that represents Christ well.
12. Has a valid Idaho driver's license and maintains liability insurance on their vehicle if others will be transported in their car as part of their ministry assignment.

13. Clears a police background check as required by the GFC Child Protection Policy.
14. Has a working computer knowledge. (Custodial employees may be exempt.) Agrees to computer use monitoring by \_\_\_\_\_
15. Maintains a tidy workspace if their position includes a designated spot/office in the church.
16. Will maintain accurate records of days and times worked, and of vacation time used, as appropriate for the position. Will submit those records in a timely manner to the bookkeeper or other person as instructed by their supervisor.

I hereby sign to indicate that I have read and will comply with the above statements.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Witnessed by \_\_\_\_\_ Date \_\_\_\_\_

## Application Requirements

Please submit your application either by email or mail to Dave Dixon, Chairman of Greenleaf Friends Lead Pastor Search Committee.

- 1) Include a current resume/job history.
- 2) Provide three references: an employer, a co-worker, and a person of your choice.
- 3) Give your personal testimony/story of how you came to Christ.
- 4) Describe your current walk with the Lord.
- 5) Tell us what attracted you to this position.
- 6) Describe the spiritual gifts and personal strengths that you would bring to this position.
- 7) Please tell us about a very challenging, stretching ministry role and a rewarding ministry experience.

[dave@dbdixon.com](mailto:dave@dbdixon.com)

Greenleaf Friends Church  
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