



Community Bible Church's Pastoral Information Kit



January 2024

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About Us

Welcome to Community Bible Church!

The Community Bible Church of Northern Westchester (CBC) is seeking an enthusiastic pastor to lead, teach, and guide our congregation of fellow Jesus Christ followers. Our church is located in Northern Westchester County, in the beautiful Lower Hudson Valley area of New York State.

We are a non-denominational, intergenerational community from diverse religious and ethnic backgrounds. We also are strong believers in community and mission outreach. To learn more about the role, download our CBC Pastoral Information Kit!

Community Bible Church is where the power of connection meets the heart of God's love. Since 1970, we've been more than just a church; we've been a spiritual home for our members.

Guided by Isaiah 6:8, "Here I am Lord. Send me," our vision is to cultivate community to boldly embrace God's powerful love and purpose. We're a welcoming biblical community focused on knowing God, growing together, and showing Christ.



A Little About Us

Community Bible Church is a community-led church based in Ossining, NY. We're all about supporting our members and experiencing life together.

Statement of Faith

We Believe...

Every passage of the Scriptures of the Old and New Testaments is inspired of God. Therefore, the Bible is the authoritative guide for what to believe and how to live. These Scriptures teach that there is one God, eternally existing in three persons - Father, Son and Holy Spirit - each possessing all the attributes of Deity.

The Scriptures reveal a Sovereign God who created the world out of nothing for His divine purpose. God created the first human beings in His image to have fellowship with Him, thereby conferring value and dignity on all human beings. But the first humans sinned and broke their relationship with God by disobeying Him and going their own way. As a result, we all continue to sin by disobeying God and going our own way.

Proper relationship with God can be restored only by God's saving grace - not human effort. **This grace must be received through repentance and acceptance of Jesus Christ as Lord and Savior, in faith.**

Jesus Christ, the second Person of the Trinity, is fully God. He was born of a virgin and was fully man, but without sin. Jesus lived a sinless life on earth to become the perfect sacrifice for sin. He died on the cross as our substitute and rose bodily from the dead. In this way he accomplished salvation for all who receive God's grace by trusting in Him alone - the only mediator between God the Father and us.

The Holy Spirit, the third Person of the Trinity, draws sinners to Christ, empowering and equipping believers for personal growth in God's service.

As a local expression of the worldwide Church, Community Bible Church exists to worship God, to raise up devoted followers of Christ, to express God's love in relationships of caring service, and to bring God's salvation message to the world.

Jesus Christ will return to earth to bring history to its perfect fulfillment. Everyone will experience bodily resurrection and judgment. Those who refuse God's forgiveness will experience eternal separation from Him and those forgiven through Christ will enjoy eternal fellowship with God.

Leadership, Staff, & Structure

Current Leadership and Councils

If one were to diagram the functionality of the church, it would appear as three overlapping circles, representing the Elders, Ministry Support Team (MST), and Forum, with the Pastor serving as an Elder and attending all MST meetings. (Diagram A) Below outlines the responsibility of each component of our leadership.



Elders & Pastor

CBC's Elders provide spiritual leadership for our church and ensure that we are fulfilling CBC's mission. They meet regularly to pray for CBCers and to plan and make decisions for the church. The Pastor does not have authority over the Elders, nor does he work for them as an employee.

Ministry Support Team (MST)

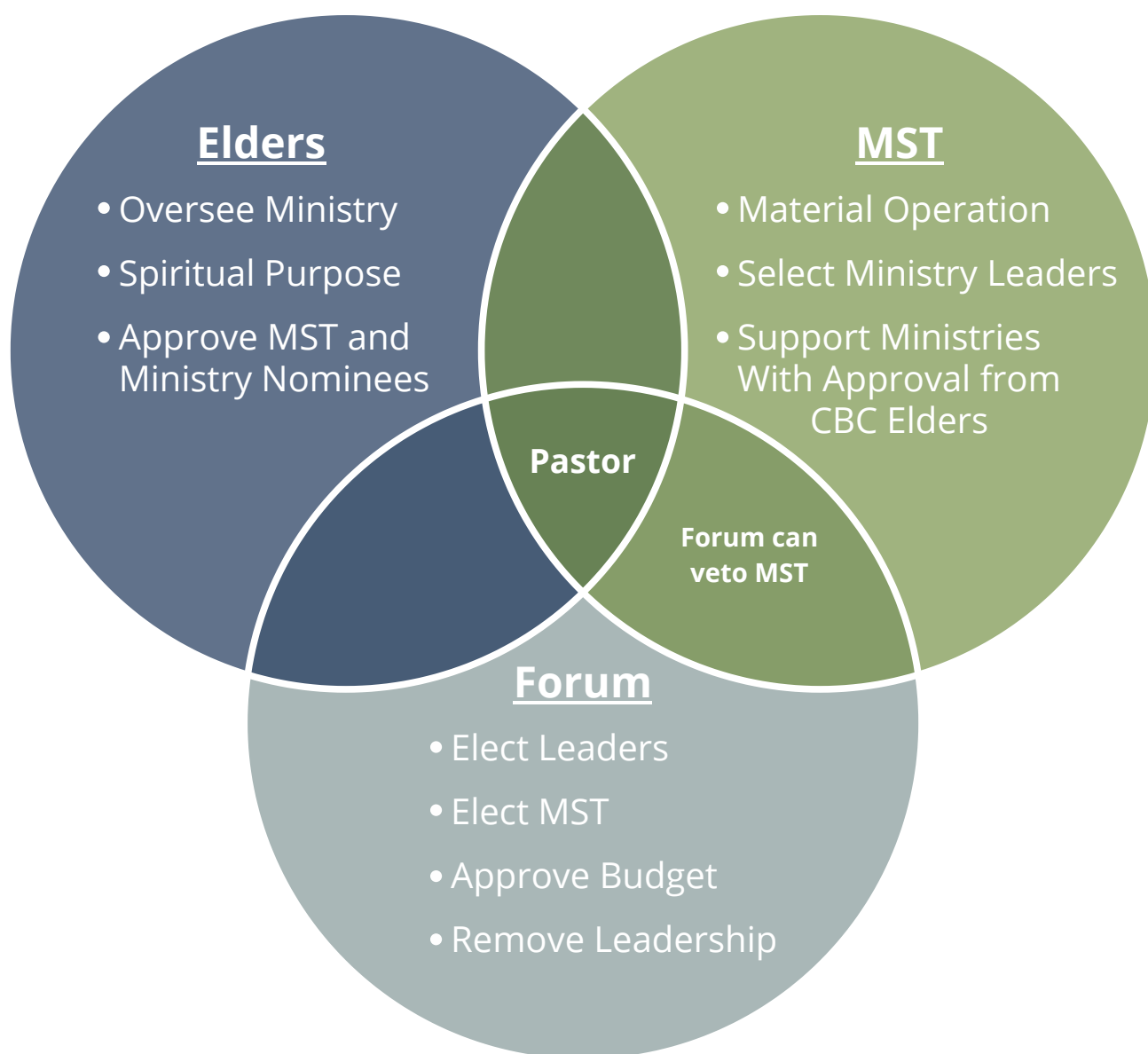
Our MST provides organizational support for CBC's ministries, helping each to effectively contribute to our church's mission. The MST oversees the areas of finances, building & grounds, Christian education, worship, missions & outreach, community, and leadership nominations. Six of our MST members also serve as CBC's legal trustees.

The Forum

The Forum is our quarterly congregational meeting where our members elect Elders and MST members, communicate about important church matters, and make major decisions together (such as approving budgets, authorizing major financial transactions and facility changes, and making bylaw changes). Becoming a member involves sharing your faith story with our Elders and attending a membership class.

Leadership, Staff, & Structure

Diagram A



Leadership, Staff, & Structure

What's Coming in January, 2024

In September 2022, the Elders requested a committee be formed to review our leadership structure and address our strong culture of participation despite the recent attrition of membership due to age, death and relocation. The committee was charged to "examine our current ministries, professional staff, leadership structure, and bylaws and propose changes that will allow us to do the things that we are called to do well."

After several months of deliberation, the committee recommended the creation of a single Lead Team. that would oversee what was identified as six important ministries for CBC that would further our mission and vision. (Diagram B) The Lead Team that was proposed is as follows:



Support (Chair of Trustees)

To ensure Lead Team members have the support and resources they need to fulfill their responsibilities (particularly in the areas of finance, facilities, tech, admin and caring.)

Mission Partnerships

Encourage the involvement of CBC members in missions and manage the partnerships.

Family Ministry

(including Youth Groups, Children, and Education): To ensure families with children have the support and training they need to nurture and disciple their children in the Lord.

Sunday Services and Large Gatherings

To ensure CBC's main gatherings are fulfilling their purpose and reflecting the vision, values, and beliefs of CBC as articulated by the lead team/elders.

Leadership, Staff, & Structure

Small Groups

To ensure CBCers are gathering in smaller groups, led by accountable leaders, to pursue the up, in, and out life of following Jesus together.

Local Outreach

To ensure CBC is joining God locally on his mission to redeem and restore the world.

Pastor

Provide support and training for Elders, guidance and expertise for all Lead Team members and members of the congregation as appropriate.

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In setting up this new structure, it was recommended the scope of responsibility for each member of the Lead Team be clearly defined relative to the ministry they would be overseeing. This new structure also provides the congregation a clear point of contact for ministry activity and eliminates certain activities from functioning in a "silo," allowing, for example, members leading a small group or Bible study to meet periodically under the oversight of a Lead Team member to share experiences and to learn from each other.

The report was first discussed with the Elders and the MST and then, with their blessing, presented to the Forum for discussion. After a full vetting of the proposal, the Forum voted to move forward with developing an implementation plan and to conduct an internal survey of the membership's interests, talents, and spiritual gifts. The team responsible for implementation anticipates the Lead Team being in place by January 1, 2024.

Elders Under New Structure

In addition to Elder's duties and responsibilities as guardians of the Church, it is envisioned that Elders will make up at least 50% of the Lead Team and oversee the ministry work as aligned with their particular gifts and passion.

Leadership, Staff, & Structure

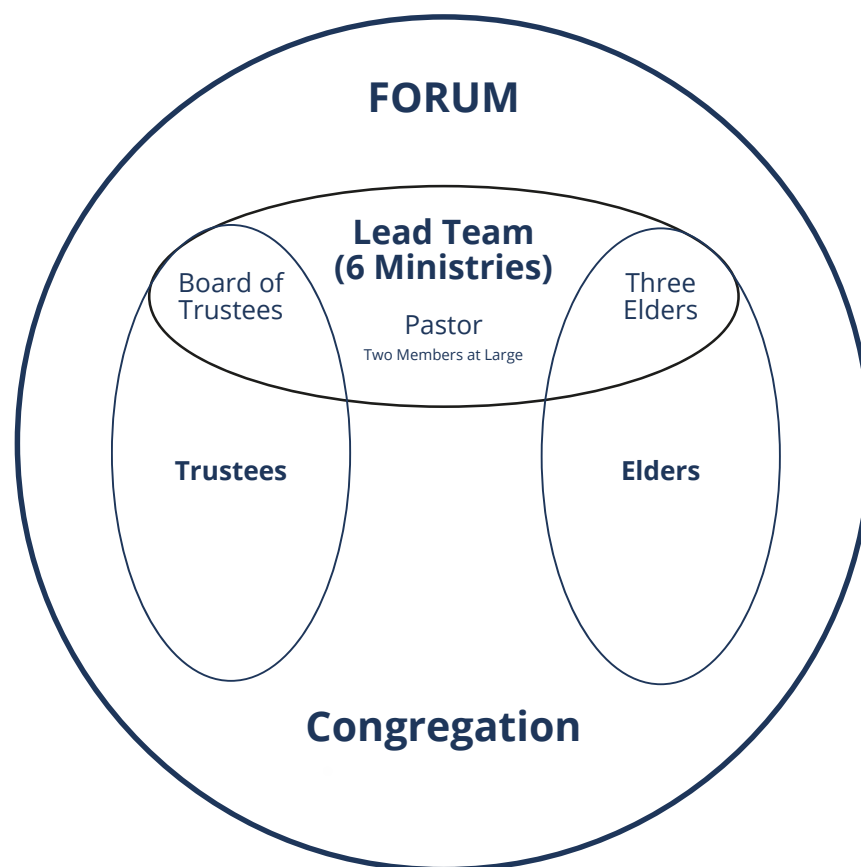
Elders Under New Structure (cont)

Elders are also responsible for mentoring and training a congregant(s) that demonstrates the gifts, character, and passion it takes to be an Elder, hence building an Elder pipeline to encourage younger members of CBC to grow into spiritual leadership positions.

Trustees Under New Structure

CBC is required by law to have at least three trustees as the legal guardians of the Church. The Chair of the Support Ministry will serve as one of the three trustees and two others will be identified from the individuals heading up administration, finance, and facilities.

Diagram B



Our Key Beliefs

A Summary of Our Key Beliefs:

Personal God – We believe God is involved in and cares about our daily lives and our world.

Humanity – We believe every human being is valuable because s/he is loved by God and reflects His image.

Sin – We believe the core problem of this broken world is that we have all turned from God and need God to save us.

Jesus Christ – We believe Jesus Christ is the only one who can lead us into a loving relationship with God and that Jesus alone deserves our full allegiance.

Grace – We believe nothing we can do or have done can earn our salvation, but rather it is a free gift through faith in Jesus Christ.

God's Story (Scripture) – We believe the Bible is God's word and has decisive authority over what we believe and how we live.

Holy Spirit – We believe God is personally with us today through the Holy Spirit to help us grow, change, and serve.

Christian Community – We believe every Christian is meant to be part of a community seeking to know God, grow together and show Christ.

Future Hope – We believe there is a heaven and a hell and that Jesus Christ is returning to judge the earth and to establish His eternal kingdom.

We believe God has brought us together by his grace. Through Jesus Christ, we have a new identity as God's family and a new purpose in the world. God's Spirit is leading and empowering us to share this good news with others.

While not everyone who considers CBC their spiritual family may agree on every point, we all accept these as the working beliefs of our community. We believe they are a good summary of what Christians have historically believed and what the Christian Scriptures teach.

Our Core Values

A Summary of Our Core Values

Prioritizing God's word – We offer Christ-centered Bible teaching that has depth and substance while being clear, interesting, and relevant. (That's why "Bible" is in our name; we are not affiliated with the Bible Church movement.)

Everyone involved – Everyone who joins us (not just our leaders) is encouraged to discover the gifts and purpose God has given them and to find their place in serving God.

Welcoming and caring – We seek to care for one another relationally and practically and to extend that warmth and generosity to others.

Unity on the essentials – At Community Bible Church, you'll meet people from all over Northern Westchester and Putnam counties who represent a variety of ethnicities, ages, vocations, and income levels. Because we come from diverse spiritual backgrounds and political perspectives, we keep our focus on what unites us—knowing and following Jesus Christ as the Bible presents him.

Spirit-directed – Come learn with us to be led by God's Spirit as we grow spiritually and reach out to others.

Vision & Mission

Our Vision:

“Cultivate community to boldly embrace God’s powerful love and purpose.”



Our Mission:

Our mission is to be a welcoming biblical community focused on knowing God, growing together and showing Christ by:

Sound Biblical teachings in both small and large gatherings

Supporting all God’s children in all stages of life

Spreading the Gospel locally and worldwide

Developing spirit-led mature believers

Engaging in community outreach

Responding to community needs



Pastoral Duties

Position Overview

The Community Bible Church of Northern Westchester (CBC) is seeking an enthusiastic pastor, (who loves the Lord Jesus Christ and believes and follows His Word,) to lead, teach, and guide ourthis congregation of fellow Jesus Christ followers. Our church is located in Northern Westchester County, in the beautiful Lower Hudson Valley area of New York State. We are a non-denominational, intergenerational community from diverse religious and ethnic backgrounds. We also are strong believers in community and mission outreach.

In this role, you will love the Lord Jesus Christ first and foremost. You are committed to continuing your spiritual walk by studying the Bible and its biblical principles and continuing your prayerful communications with our Lord. You understand and agree with our Statement of Faith, our basic beliefs, and our core values. You will develop, and present sermons to the congregation based on biblical principles. In this role, you will not only be a teaching pastor but you are also expected to perform all the daily duties of being the pastor. Such duties entail but are not limited to planning sermons, visiting congregational members, counseling as needed, being a part of the local community of pastors, praying with and for members of the church, helping develop and support church direction, etc.



Responsibilities

Preaching and Teaching:

Deliver inspiring, relevant, and biblically grounded sermons that engage and challenge the congregation to be transformed to the image of Jesus, to be more sensitive to His leading, and more obedient to His direction.

Provide effective teaching of Scripture through Bible studies, discipleship programs, and educational opportunities.

Pastoral Duties

Responsibilities Cont.

Pastoral Care

Work with the Elders and Lead Team to, provide compassionate pastoral care, counseling, and support to individuals and families in times of celebration, crisis, and bereavement.

Visit members of the congregation as appropriate.

Leadership and Vision

Work with the Elders and Lead Team to guide and empower ministry teams, staff, and volunteers in their respective roles and responsibilities.

Work with the Elders and Lead Team to develop and implement strategies to intentionally mentor and raise up young leaders, and also train leaders how to mentor.

Discipleship and Spiritual Formation

Work with the Elders and Lead Team to promote spiritual growth and discipleship within the congregation.

Equip and empower members to discover and utilize their spiritual gifts in serving others.

Community Engagement and Outreach:

Work with the Elders and Lead Team to, develop and implement strategies to engage the local community, reaching out to those who do not yet know Christ with love and compassion.

Foster partnerships and collaborations with community organizations and other churches to address social issues and extend the church's impact.

Pastoral Duties

Responsibilities Cont.

Worship Leadership

Work with the worship service planners to facilitate meaningful worship experiences.

Help foster an overall worship atmosphere of reverence, praise, and active participation.

Administration

Oversee administrative tasks related to pastoral responsibilities, such as scheduling, record-keeping, and managing pastoral support staff.

Work with the church administrator to , effectively communicate church news, events, and initiatives to the congregation through various channels.



Desired Qualifications

Minister ordained by a recognized theological seminary who has arrived at a deep personal faith in Jesus Christ and a commitment to living out the Gospel.

Strong biblical knowledge and theological understanding, commitment to the truth of Scripture and biblical principles, and ability to effectively interpret and teach Scripture. capable of effectively interpreting and teaching Scripture.

Proven leadership abilities, capable of casting vision, empowering others, and fostering unity within the church community.

Pastoral Duties

Desired Qualifications

Excellent communication skills, both in preaching and interpersonal interactions, with the ability to connect with diverse audiences.

Proven pastoral experience, demonstrating empathy, compassion, and the ability to provide effective care and counseling.

Strong organizational and administrative skills, with the ability to manage multiple responsibilities effectively.



Desired Characteristics:

Has a heart for community outreach, evangelism, and social justice, with a desire to impact the broader society with the love of Christ.

Excited about CBC's transition to a leadership structure that is intentionally focused on mission and ministry.

Collaborative and team-oriented, valuing the contributions and gifts of others in ministry.

Commitment to personal spiritual growth and ongoing professional development.

Longs to bring people to Jesus (remove since covered above)

Seeking to grow and teach in the areas of the power and working of the Holy Spirit.

Committed to developing young leaders.

(Cont.)

Pastoral Duties

Desired Characteristics Cont.

Willing to teach on the basics of faith and to be flexible with the nonessentials.

Excited to move CBC forward in discipling.

Possesses a servant leader's heart, who is willing to work as an elder, along with the elected Elders.

If married, has a healthy family relationship, with a wife who shares the excitement of her husband's call to minister at CBC.



Pastor Compensation:

Pastor Compensation:

Salary Range: \$50,000 to \$75,000 based on experience and training
Housing: Community Bible Church provides its Pastor with a 5-bedroom house on a 2-acre lot adjacent to the Church.

The CBC covers all major home maintenance expenses and basic utilities (Water, Heat, Electricity)

Health Care Benefits: CBC provides the Pastor with a comprehensive health care benefit plan for him and his family. Dependents remain on the plan until reaching the age of 26. Co-pays and deductibles will apply.

Retirement: CBC makes a matching contribution into a 401K retirement plan of up to 5%. If the successful applicant already has a 401 K plan in effect, CBC will continue to use that plan for continuity purposes.

Life and Disability Insurance is included.

Expense Account: CBC provides the Pastor with an expense account to cover out-of-pocket and travel expenses incurred for work-related activities.

Local Public School District: Community Bible Church and the parsonage is in the esteemed Yorktown Public School district. For the school year 2023-2024, US News rated Yorktown Schools #773 in the nation and #84 in the state of New York.



Application

Ready To Apply?

Visit our online application portal to get started. We're excited to welcome your talents into our community!

[Apply Here](#)

<http://bit.ly/CBCpastor>

