



Associate Pastor of Administration and Discipleship

Job Description and Church Profile

Founded in 1978, North Oak Community Church (NOCC) has a mission to lead people to grow in Christ, live connected, and take Jesus to others. NOCC is located in Hays, Kansas, a vibrant, growing community of over 20,000 people in northcentral Kansas. The church ministers to both the local community and families from multiple counties in the area. The church has enjoyed steady growth and currently has two Sunday morning worship services with an average total attendance of 240+ participants. Multiple ministry events happen throughout the week at the church in the areas of children’s, youth, and adult ministries. The current full-time staffing includes a Lead Pastor, two Associate Pastors (one currently vacant), a Director of Family Ministries, and an Office Manager.

North Oak Community Church in Hays, Kansas is seeking a full-time Associate Pastor of Administration and Discipleship. The position is part of a collaborative ministry team and will fill the important role of providing leadership for the ministry teams, discipleship and pastoral care for the congregation, and administrative guidance for the church. More information on the position can be found at <https://northoak.net/>. To apply, please submit a cover letter and resume to pastorsearch@northoak.net.

Church Office (Mailing/Shipping Address)

3002 Northridge Court
Hays, KS 67601
(785) 628-8887

Church Building Location

3000 Oak Street
Hays, KS 67601



Associate Pastor Job Announcement

Position: Associate Pastor of Administration and Discipleship
Reports to: Lead Pastor
Posting Date: March 1, 2022
Review Date: Review of applications will continue until the position is filled.

Position Summary

North Oak Community Church, located in Hays, KS, is seeking an Associate Pastor to fill the important role of providing leadership for the ministry teams, discipleship and pastoral care for the congregation, and administrative guidance for the church. The Associate Pastor reports directly to the Lead Pastor and works collaboratively with the other full-time ministry staff including an Associate Pastor of Youth Ministries, a Director of Family Ministries, and an Office Manager.

North Oak Community Church is a contemporary evangelical church in fellowship with the United States Conference of Mennonite Brethren Churches. The membership is made up of Christ-followers from multiple generations and many theological backgrounds who are united by the Gospel of Jesus Christ. North Oak is known in the community for strong biblical teaching and discipleship, vibrant children’s and youth ministries, and dedication to the community and global ministries. North Oak is committed to the biblical roles of elders who shepherd, deacons who assist, and members who serve actively.

Job Description

Essential Priorities for the Role

Pastoral Care and Ministry Leadership

- Collaborate with other ministry staff to provide pastoral care to the congregation.
- Initiate and maintain regular leadership, vision, and support for the adult ministry teams.
- Support the administrative functions of the church.
- Maintain pastoral presence at worship services, fellowship times, and congregational events.
- Assist in the organize of worship services and preach as needed.
- Be available for pastoral duties according to gifting and time: teaching, preaching, counseling, weddings, and funerals.

Small Groups

- Provide biblical purpose and vision for small group ministries.
- Recruit, train, and oversee small group leaders.
- Facilitate the inclusion of people into small groups as well as the creation of new groups.

Discipleship

- Oversee adult education and ministries.
- Develop a balanced disciple-making infrastructure to grow in Christ, live connected, and take Jesus to others.
- Attract and equip ministry leaders and teams to fulfill the purpose of the adult ministry.

Assimilation

- Oversee assimilation of new guests to North Oak.
- Recruit, train, and lead ministry volunteers in the process of helping everyone in the church family to come to full participation in the community life of the church and using their gifts in ministry and being ministered to as they have need.

Qualifications

- A vibrant, mature, and growing walk with Jesus Christ, displaying the qualities of an Elder as described in 1 Timothy 3:1-6 and Titus 1:6-9.
- Possess a biblical understanding of worship and able to communicate it to others.
- Demonstrate evidence of pastoral care, leadership, discipleship, teaching, and administration.
- A team player, willing to make a long-term commitment to NOCC.
- A people-oriented person with good relational skills – able to make, build, and keep strong relationships within the church.
- Complete, unreserved agreement with the NOCC Constitution and the [Mennonite Brethren Confession of Faith](#).
- The position is open to men willing to become licensed or ordained for ministry and recognized by the United States Conference of Mennonite Brethren Churches.
- Preference of a Master level degree from a recognized evangelical seminary and/or candidates with church ministry experience.

Compensation

- Anticipated annual salary: \$45,000 – \$55,000 (based on years of experience and education) plus benefits including contributions to retirement, health insurance, and a professional expense account.

To Apply

- To apply for the position, please send a cover letter, resume, and three references to pastorsearch@northoak.net

Contact

- More information on the position can be found at <https://northoak.net/>.
- For additional questions, please contact:
 - Kenny Rigler, Search team chair and elder at pastorsearch@northoak.net
 - Josh Gelatt, Lead Pastor at jgelatt@northoak.net

Church Profile

(for more information see <http://www.northoak.net>)

North Oak Community Church is a contemporary, non-charismatic evangelical church in fellowship with the United States Conference of Mennonite Brethren Churches. The membership is made up of Christ-followers from many theological backgrounds who are united by the Gospel of Jesus Christ. North Oak is known in the community for strong biblical teaching, vibrant children’s and youth ministries, strong student ministries, and dedication to the community and global ministries.

The church has five full-time ministry staff including the Lead Pastor, Associate Pastor of Administration and Discipleship (currently vacant), Associate Pastor of Youth Ministry, Director of Family Ministries, and Office Manager. In addition to the full-time ministry staff, the church has a part-time custodian and a nursery director. North Oak is committed to the Biblical roles of elders who shepherd, deacons who assist, and members who serve.

A. Affiliation: Mennonite Brethren – <http://www.usmb.org/>

B. Current Staff – <https://www.northoak.net/about-us/>

Full Time Staff

- Lead Pastor
- Associate Pastor of Administration and Discipleship (currently vacant)
- Associate Pastor of Youth Ministry
- Director of Family Ministries
- Office Manager

Part Time Staff

- Custodian
- Nursery Coordinator

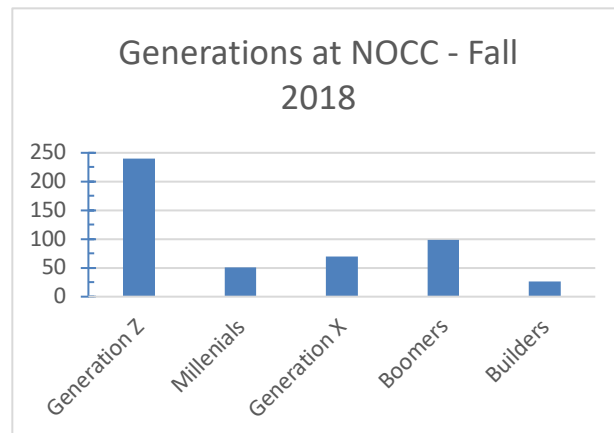
C. Church Statistics

Date founded - 1978

2020-2021 Average Worship Service Attendance (between 2 services): 240

D. Demographics Study August 2018

| Generation | Ages | 8/31/2018 | Percentile |
|--------------|-------|-----------|------------|
| Generation Z | 0-28 | 240 | 49% |
| Millennials | 29-38 | 51 | 10% |
| Generation X | 39-53 | 70 | 14% |
| Boomers | 54-72 | 99 | 20% |
| Builders | 73+ | 26 | 5% |



E. Finance

1. Budget for the past three years:

| FY2019 | FY2020 | FY2021 |
|-----------|-----------|-----------|
| \$592,002 | \$605,770 | \$610,745 |

2. Budget Partitions for FY2021:

| Item | Subtotal | Percent |
|-------------------|------------------|----------------|
| Staff | \$349,641 | 57% |
| Outreach | \$92,447 | 15% |
| Children & Youth | \$34,150 | 6% |
| Family & Adults | \$21,899 | 4% |
| Physical Plant | \$93,946 | 15% |
| Office Expenses | \$18,662 | 3% |
| Building Mortgage | \$0 | 0% |
| Total | \$610,745 | 100% |

F. North Oak Community Church Links

Church Website

<https://www.northoak.net/>

Who are we?

<https://www.northoak.net/about-us/>

What we believe.

US Mennonite Brethren Confession of Faith

General: <https://usmb.org/what-we-believe/>

Detailed: <https://usmb.org/confession-of-faith-4/>

What is Mennonite Brethren?

<https://usmb.org/beliefs/>

Community Profile Ellis County & Hays, KS

U.S. Census Data (2014 & 2015)

Population Demographics for Ellis County, KS

<https://suburbanstats.org/population/kansas/how-many-people-live-in-ellis-county>

Population Demographics for Hays, KS

<https://suburbanstats.org/population/kansas/how-many-people-live-in-hays>

Hays, Kansas (67601) Profile

Population, maps, real estate, averages, homes, statistics, relocation, travel, jobs, hospitals, schools, crime, moving, houses, news, etc.

<http://www.city-data.com/city/Hays-Kansas.html>

Links

- Hays Daily News Newspaper: <http://www.hdnews.net/>
- Hays Post <https://www.hayspost.com/>
- Fort Hays State University: <http://www.fhsu.edu/>
- Hays Convention and Visitors Bureau: <http://www.haysusa.net/>
- Hays Public Schools: <http://www.hays489.k12.ks.us/>
- N. Central KS Tech. College /Hays Campus <https://www.ncktc.edu/hays-campus/>
- Hays Medical Center: <http://haysmed.com>
- Ellis County Government <http://www.elliscounty.net/>
- Hays City Government <http://www.haysusa.com/>