

- First Church of the Open Bible in Freeport, Illinois is seeking an Assistant Pastor.
- The church congregation averages 55-65 on a Sunday morning. The right candidate will fill the pulpit when the sr. pastor is away, help with maintenance of the three buildings, do soundboard for all the music programs of the child care and school: Christmas, Spring, Grandparents Day and PreK Graduation.
- Our facility, Open Bible Learning Center includes a full-time, year round Child Care which averages 150 children a day with 35 staff. We have a full time Child Care Director, full time Child Care Assistant, and part time elementary school secretary. We also have a Christian Elementary School kindergarten-6th grade which averages 50 students.
- This is a full time position.
- A complete job description is attached.
- Interested candidates please send resume to:
  - First Church of the Open Bible
  - ATTN: Pastor Burliss Parker
  - 3800 W. Stephenson St.
  - Freeport, IL 61032
  - 815-235-7216 FAX 815-235-9232
- website: [freeportopenbible.com](http://freeportopenbible.com)

## **Assistant Pastor**

### **Job Description**

First Church of the Open Bible-Freeport, Illinois--2019

#### **Church**

- Miscellaneous office duties
- Pulpit supply when sr. pastor is away
- Preaching/speaking on Sunday AM every other month
- Accompanying sr. pastor on hospital and nursing home calls
- Brain storming with the pastor and church board to develop an outreach program for the church
- Participating in the communion service, weddings, funerals, MC church services (open in prayer, take offering, announcements)
- Participating in continuing education

#### **Elementary School & Child Care**

- Aiding with discipline of children
- Assisting with Grandparent's Day, Christmas & Spring Programs  
(Teachers do actual program) set up, sound board
- Helping as needed for PreK Graduation. Set up, take down, sound board
- Gym supervision (when needed)

#### **Maintenance**

- Helping pastor work around the building and grounds
- Painting walls, rooms, trimming shrubs, pull weeds, spread mulch
- General miscellaneous maintenance in bathrooms as needed
- Various duties that come up on a daily basis

## First Church of the Open Bible—Freeport, IL

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Freeport is a community of 24,000 people. Freeport is known for hosting the second Lincoln-Douglas debate of 1858. It is also known as the “Pretzel City.” This is due to the early German settlers who baked pretzels. Freeport is located 30 miles west of Rockford, IL , 90 miles west of Chicago. It is 20 miles from the Wisconsin border. Freeport is 50 miles from Galena, IL which is a beautiful tourist town and 65 miles from Dubuque, Iowa.

Freeport is a very family friendly community. There is an outstanding Park District and a 36 hole public golf course. The economy is slow but stable with a variety of nice homes for reasonable prices. Freeport’s largest employers are FHN (Freeport Health Network), Freeport School District #145 and MetLife insurance company.

First Church of the Open Bible has been a mainstay in the community for over 70 years. It was chartered with Open Bible Churches on December 20, 1949. It is best known in the community for it’s quality Child Care Center which was started in 1973. It serves children two years old to PreK. First Church is also home to Open Bible Learning Center Elementary School, a private, Christian Kindergarten-6th Grade.

The church supports all the programs of Open Bible Churches and ranks in the top 10 churches for missions giving. The church is conservative with some demonstration of the gifts of the Holy Spirit. It is not charismatic. It has blended worship of both contemporary choruses and hymns. The church enjoys the rich teaching of God’s Word.

The church By-Laws and Constitution were updated, rewritten and approved on October 18, 2009. This was done when Open Bible headquarters requested that all churches submit by-laws to the organization. First Church of the Open Bible in Freeport selected Model A & B as it’s guideline. This model is pastoral election by congregational membership vote.

The average church attendance is between 55-65 on Sunday mornings.

The operating budget goes back into the facilities for salaries and maintenance.

The church, daycare and elementary school are all debt free.