

**JOB DESCRIPTION: ASSISTANT PASTOR**

**POSITION OVERVIEW**

This position works with the Senior Pastor, Staff, and Session in the organizational structure and operations of the church and its ministries for the execution of Renewal's overall vision.

**I. JOB FUNCTIONS & DESCRIPTIONS**

**1. Assist the Senior Pastor in Week-to-Week Ministry Operations**

- a. Provide impetus for regular strategic planning and goal processes including working with the SP in the organizational operations of the church.
- b. Develop, plan, and preside over weekly Sunday liturgy and worship, as well as work with lay leaders over the praise ministry. This includes familiarity with RML's technology infrastructure: project management, website/social media, church communication.
- c. Based on candidate's ability and willingness, assist Senior Pastor in preaching duties (about 4–8 times a year).

**2. Assist the Session in Congregational Care**

- a. Provide pastoral oversight, training, and development of (1) Community Groups and (2) Discipleship ministries, including the writing of Bible studies and teaching of RML's discipleship material.
- b. Assist the SP and the Session in the shepherding care of congregants including 1) individual, marital, and family counseling, and 2) incorporating new members into the community.
- c. Assist the SP and the Session in working with the Diaconate and Missions Committees.

**III. SELECTION CRITERIA & QUALIFICATIONS**

- Possessing the traits of an elder found in 1 Timothy 3 and Titus 1 and sound in the Reformed faith as exhibited in the Westminster Standards.
- Masters of Divinity Degree (or equivalent).
- Ordained as (or be willing and able to be) a Teaching Elder in the Presbyterian Church of America (PCA).
- At least 3 years of full-time pastoral ministry experience.
- Culturally, ethnically, and socioeconomically aware and sensitive to Renewal's diverse congregation.

**IV. COMPENSATION**

- Full-time position commensurate with experience (\$60–\$70k).
- Health, dental, & life/disability insurance and yearly education & hospitality allowance.
- 3 weeks of paid vacation & 1 week of paid study leave.

**V. APPLICATION**

1. **One-page cover letter** including a self-assessment and desire for the position.
2. **Resume with references** (background investigation check will be required at the end of the interview process).
3. **(If ordained in the PCA): Ministerial Data Form** (obtained via PCA Administrative Committee: <https://www.pcaac.org/pastor-search/pastors-open-to-a-new-call>).

**VI. SELECTION PROCESS**

1. Submit Application via our online form found here: <https://www.renewalmainline.org/assistant-pastor-posting/>

2. Undergo an introductory 30-minute interview with Senior Pastor via Zoom, a longer interview to assess goodness of fit, and a final, in-person interview with Session.