

## 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 (\$70–\$85k).
- 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.