

## **Renewal Church Job Description: Associate Pastor**

Position Status: Full-time, exempt

**Overview:** Renewal is a growing, six-year-old church located in the heart of Silicon Valley and a part of the [Acts Ministries International](#) family of churches. We're looking for a committed Christian leader with a passion for discipling people with the gospel. With approximately 250 adults and children attending Sunday services on a weekly basis and currently only one staff member (the Lead Pastor), the Associate Pastor we are looking for needs to be flexible, adaptable, and most of all have the attitude of a servant, being willing to do whatever it takes to get the job done. Humility, teachability, a strong work ethic, a self-starter mentality, and a passion for the whole church (not just his specific responsibilities) are required.

### **Requirements:**

- Master of Divinity or related master's degree
- At least 2-4 years of ministry experience preferred
- Alignment with the [doctrinal commitments](#) of Renewal Church
- A desire to teach and mentor people in biblical truth
- Ability to pass a background check
- Excellent written and verbal communication skills
- Excellent organizational skills
- A growing Christian faith and character
- The ability to work well within a team and a commitment to treating others with respect, dignity and love
- A calling to pastoral ministry

### **Areas of Responsibility:**

1. **Assist Lead Pastor:** Assist the pastor in all facets in the shepherding of God's flock with all diligence knowing one day an account will be given to God for those under pastoral care (Hebrews 13:17). He is to assist in leading the members of Renewal Church in the fulfillment of the commission given in Matthew 28:19-20 to evangelize and disciple.
2. **Pastoral Care:** Work with the elders and members of Renewal Church to disciple, encourage, and admonish church members in one-on-one or small group settings. This may include activities such as pre-marital counseling (if married), counseling of members in crisis, ongoing discipling of church members, and church member visitation. Assist in fostering a healthy membership culture (including admittance and discipline) and ensure that only doctrine befitting a New Testament church is taught.
3. **Preaching and Teaching:** Preach the word of God for the edification of the church approximately twelve times annually (sometimes less, sometimes more, depending on gifting/circumstances). Regularly teach and train through membership classes, leadership training, etc. Assist in leading services when the church gathers for worship or business as needed.
4. **Leadership:** Lead various teams and ministries as needed with the goal of equipping the body of Christ for the work of ministry (Ephesians 4:12), including the raising up of lay leaders who can

continue on the work. Given the size of the church and current staffing, the Associate Pastor should expect to be involved in multiple teams/ministries.

5. **Other:** Assist the pastor and elders in preparation and execution in the following areas:

- a. Baptisms
- b. Lord's Supper
- c. Weddings (licensure required)
- d. Funerals (licensure required)
- e. Members' Meetings
- f. Prayer Meetings
- g. Special Events (retreats, mission trips, outreach events, etc.)
- h. Other Pastoral Duties

- **Reports To:** Lead Pastor
- **Working Conditions:** General office environment (currently a mix of work-from-home and office hours, but must be willing to work exclusively in an office environment); ~50 hours per week including some evenings
- **Total Compensation & Benefits:** \$80-100K
- **Benefits:** Paid time off, housing allowance, expense reimbursement, gas allowance
- **Anticipated Hire Date:** ASAP
  
- To apply, email the following in PDF format to [hr@renewalsv.org](mailto:hr@renewalsv.org):
  - Résumé
  - Three references (professional) with email addresses and phone numbers
  - Responses to the following [questions](#)