

Job Description:
Associate Pastor/Church Planting Resident



Overview:

The Associate Pastor is a full-time paid position who will have the responsibility of assisting Highlands Bible Church in accomplishing its vision and purpose. The Associate Pastor is accountable to God, the Elder team and the members of the Highlands Bible Church. [HBC]

His primary duties will include developing, leading, and mentoring soul care and discipleship initiatives. The Associate Pastor will also assist the Senior Pastor in all pastoral activities and responsibilities.

Additionally, he would be a church planting resident with the goal of being sent out from HBC to plant an independent church within approximately 5 years.

Responsibilities:

1. Serve HBC as a Pastor/Elder by assisting in the stewardship of the vision and mission of HBC.
 - Matthew 28:19-20, John 17:17, Acts 5:42, Acts 20:27-28, Romans 10:14-15, Colossians 1:25-27, 1 Timothy 5:17, 2 Timothy 4:1-5, Titus 1:7-9, 1 John 4:1
 - Work directly with the Senior Pastor in all church matters and initiatives
 - Serves as a voting member of the Elder Team.
2. Soul Care and Counseling
 - Matthew 9:36, Acts 6:4, 1 Thessalonians 2:8 1 Peter 5:1-4
 - Develop and implement, collaboratively with the Elders, a Biblical philosophy of Soul Care and Counseling for HBC to the glory of God as we endeavor to make and mature disciples of Jesus Christ.
 - Assist the Senior Pastor as point person for all soul care and counseling of members, attenders and guests. Actively biblically counsel members, attenders, and guests to resolve spiritual issues

Job Description:
Associate Pastor/Church Planting Resident

- Develop and maintain biblical counseling resource library of books, pamphlets, blog posts, etc.
- Train and mentor additional lay counselors and disciples from within the body of HBC
- Develop relationships with outside counseling resources
 - e.g., local/internet Christian counseling centers, mental health resources, Biblical counseling organizations [ex. ACBC, CCEF, etc.]
- Tenderly watch over the spiritual interests (condition) of the members and attenders:
 - e.g., admonishing, exhorting, teaching, visitation, counseling, etc.

3. Discipleship

- Develop and implement, collaboratively with the Elders and Deacons, a Biblical philosophy of discipleship for all ages to the glory of God as we endeavor to make and mature disciples of Jesus Christ.
 - e.g., Under-shepherds, Bible studies, small groups, one-on-one discipleship, youth and kids ministries, special events [ex. Marriage retreats or conferences, parenting instruction, etc.]
- Effectively assess and mentor existing discipleship leaders under-shepherding team, small group leaders, Bible study leaders, one-on-one discipleship, youth group leaders, and kids ministry leaders
- Lead discipleship training as needed
- Actively lead, mentor and monitor activity and effectiveness of all discipleship ministries
- Serve at the point person for small groups, Bible studies, and one-on-one discipleship
- Administers the ordinances of the church, i.e., baptism, communion.

4. Church Planting residency

- In serving as a an Elder/Pastor at HBC the future eye would be focused on being sent out as a Lead Pastor of a future HBC church plant. [Tentative timeline is to plant within 5 years.]
- Collaboratively develop church planting plan along with Elders

Job Description:
Associate Pastor/Church Planting Resident

- Actively seek to mature as a church planter and lead pastor to prepare for the launch of the new church plant.
- Be assessed and trained, as needed and decided by Elders, by outside church planting organizations. [Ex. Acts 29, NETS]

Requirements:

- Completed [preferred] Master of Divinity degree from an accredited seminary of similar doctrinal beliefs. If in progress, degree must be completed prior to planting.
- At least 1 year of pastoral ministry experience in a staff or intern capacity
- Understanding of and willingness to minister within the church's statement of beliefs.
- A lifestyle congruent with the biblical requirements for an Elder/Pastor (1Tim. 3:1-13; 2Tim. 2; Titus 1:5-9).
- A verified calling to pastoral ministry and church planting.
- Commitment to Biblical counseling and the primary role of the church in soul care and counseling
- Submission of recent video preaching/teaching samples
- Ability to pass a background check.
- Internet and email access.
- Submission of monthly status reports to Elder Team.
- Other duties as assigned.

Responsible To:

- Reports directly to the Senior Pastor, but indirectly to the Elder Team.