

New Hope Community Church, Wausau, WI

Position: Assistant/Associate Pastor of Discipleship

New Hope Community Church (PCA): New Hope is a Gospel-Centered, Bible teaching, relationally driven, reformed church located in Wausau, WI. Our mission is *“To glorify God by helping people become devoted followers of Christ with lives characterized by worship, growth and service.”*

New Hope has one Sunday service with an average attendance of 140 people. Staff currently include the lead pastor, part time administrative assistant, and a part time janitorial/maintenance position. You can find out more about us at: www.newhopewausau.org

Position Summary: The Assistant/Associate Pastor position has a broad job description which will depend upon variety of experience. The position will include leadership, teaching, pastoral counseling and more. In addition, you will help in recruiting, equipping, and caring for the lay leaders of the church and help the lead Pastor to assimilate new attenders into the church. Please note, this position is for someone who is ordained or is ordainable in the PCA. To see an estimated breakdown of responsibilities, please see the next page.

Please see the attached vision-mission-values statement for additional information.

Job Duties: (~50hrs/week)

- **Oversee Discipleship Ministries**
 - **Christian Education (12 hrs/week)**
 - Develop and coordinate youth and adult ministries programs that will guide the development of our congregation spiritually, emotionally, and intellectually
 - As chair of the Christian Education Committee, develop and facilitate a total family discipleship (pre-school through adult) program under the oversight of the Session. This includes coordination and evaluation of materials for educational use
 - Provide training for a team of lay volunteers to equip and encourage them to effectively carry out their ministries
 - **Small Groups/redemptive relationships (7 hrs/week)**
 - Includes development, oversight and expansion of small groups, the men's and women's ministries and missions.
 - Assist the Pastor in developing effective assimilation pathways that support movement from first time visitor to engaged and connected member
 - Includes oversight of special events and retreats
- **Teaching (8 hrs/week)**
 - Preaching approximately 8 Sundays a year
 - Teach a four-week summer study
 - Assist the lead pastor in teaching membership classes
 - Prepare discussion questions for small-group use
 - Other teaching opportunities as they arise
- **Pastoral Care (6 hrs/week)**
 - Pursuing the lonely, the hurting, the depressed and others in need
 - Will lead a shepherding group
 - Sharing in the shepherding ministry of the lead pastor in areas of:
 - Pastoral counseling
 - Visitation of the hospitalized and shut-in
 - Weddings
 - Funerals (if lead pastor is unavailable)
 - Baptisms (if lead pastor is unavailable)
 - Occasionally presiding over the Lord's Supper
- **Group Meetings (5 hrs/week)**
 - Attend and participate in weekly staff meetings
 - Attend and participate in session meetings (typically the first Tuesday of the month at 6:30 PM)
 - Attend and participate in presbytery (typically 4 Saturdays per year)
- **Miscellaneous (5 hrs/week)**
 - E-mail, communication, presbytery work and help with miscellaneous duties as needs arise

Personal Profile:

The following characteristics are desired in the candidate's personal profile:

- **Ordained or ordainable in the PCA:** This is required.
- **Spiritual Maturity:** Loves the Lord and displays a mature, growing, repentant and joyful relationship with Him. In addition, is committed to, and passionate about small group ministries. Have a daily time of communion with the Lord. Cultivate a joyful and peaceful heart before the Lord and others. Spiritual formation and self-care are essential for authentic and enduring ministry.
- **Shepherds Heart:** Able to pastor people in different stages of life through various joys and trials.
- **Able Teacher:** Able to teach God's word to large and small groups in a way that is captivating, relevant and applicable.
- **Missionally Committed:** Embraces the mission and values of New Hope and is dedicated to their promotion.
- **Team Oriented:** Devoted to working with staff teams, ministry teams and musical teams.
- **Personable Leader:** Has strong relational skills and a servant's heart in leading others
- **Community (Relationship) Focused:** Is committed to living the Christian life in the context of relationships; possesses a heart for community, extending self to others; has the ability to build and lead teams; genuinely cares for the larger community.
- **Theologically Grounded:** Has a solid, humble and committed understanding of reformed theology. Is Gospel Centered in their approach to justification and sanctification.
- **Teachable Spirit:** Has an attitude of learning and is able to engage with constructive feedback and work under the authority of a lead pastor and session of elders.
- **Hospitable:** Has a welcoming spirit and understands their home as an instrument for ministry.