

## Associate Pastors Job Description

*Riverside Covenant Church  
West Lafayette, Indiana*

Riverside Covenant Church is in a unique position to hire 2 full time Pastors to meet the discipleship needs of our community. An overview of working at Riverside is provided below and then a listing of 5 areas of potential responsibility. When applying for the position please indicate in which areas of responsibility you have gifts and the desire to work. You may “create your own job” based on the special gifts, talents, and experiences that God has given you.

### **Summary**

The Associate Pastors are responsible for cultivating a collaborative culture of spiritual growth through Riverside’s ministries. The Associate Pastors will lead teams of lay and staff leaders to disciple others through one-to-one discipleship relationships, Small Groups, Bible studies, classes, and any other intentional strategy needed to help people move closer to Jesus Christ. The Associate Pastors will also work with the Senior Pastor to provide pastoral support where needed.

The Associate Pastors’ work is performed under the general supervision of the Senior Pastor while working closely with the Leadership Team and other Riverside staff and leaders.

The Associate Pastors should be able to work independently and have a passionate desire to lead others to follow Jesus through the Bible, prayer, community, evangelism and service. He/She should be a gifted shepherd, skilled in relationship-building, and dedicated to catalyzing spiritual growth and multiplication. The Associate Pastors must work well with others and nurture a team of leaders who will model lives fully surrendered to Jesus Christ.

### **Qualifications**

The Associate Pastors should profess Jesus Christ as Savior and follow him as Lord. He/She should have strong character, spiritual sensitivity, good listening skills, initiative, and maturity. The Associate Pastors should support the mission of Riverside Covenant Church to “glorify God by becoming disciples of Jesus Christ who share life in authentic community and transform the world through God’s love, truth and power.” He/She should also have or be willing to pursue a permanent credential or license in the Evangelical Covenant Church ([www.covchurch.org](http://www.covchurch.org)) and embrace the Covenant Affirmations (<http://www.covchurch.org/affirmations>).

Strong communication and relationship skills, organization, creativity, vision, wisdom and discernment are essential for this position.

### **Compensation**

Both Associate Pastor positions are full-time salaried positions with health insurance benefits, Covenant Pension Plan contributions, and an additional 4% of salary retirement account contribution. Compensation will be commensurate with experience.

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*Riverside exists to glorify God by becoming disciples of Jesus Christ  
who share life in authentic community and transform the world through God’s love, truth and power.*

## Potential Areas of Responsibility

Please specify in your cover letter in which areas of responsibility you have gifts and the desire to work

### General Responsibilities

- Work with Riverside staff and lay leaders to develop and implement strategies that encourage spiritual growth and move people to Christ through God's Word, prayer, community, evangelism and service
- Work closely with members of the church staff and lay leadership, effectively uniting with and complementing other church ministries
- Actively participate in Riverside's Sunday worship services
- Participate in weekly Riverside staff meetings
- Set a good example in the areas of relationships, commitment to Christ, follow-through and responsible living
- Develop Ministry budgets in partnership with Leadership Team
- Manage ministry expenses within the parameters of an established annual budget

### Youth (~25-35/hours week)

- Develop ministry and spiritual objectives for both the Junior High and Senior High ministries
- Recruit, organize, train, supervise, evaluate, and encourage a team of volunteers and mentors to participate in the Youth Ministry
- Regularly communicate with the Children's Discipleship Ministry Director to ensure a consistent ministry plan from birth to Senior High
- Coordinate youth-oriented retreats, outings, summer camp activities, mission and community outreach opportunities
- Design effective programs and activities where youth can use their abilities, talents, and spiritual gifts to minister to others
- Instruct and train youth to understand and implement the Word of God in their lives
- Be accessible to youth and/or their parents and connect them with the Senior Pastor, counseling professionals, and other community resources as necessary
- Integrate the youth into all activities of church life, equipping them to lead and to serve now and in the future
- Provide parent training, discussion opportunities, and tools to disciple their children at home
- Lead at least two weekly youth nights, one for Junior High and the other for the Senior High

### Worship/Music (~10-15/hours week)

- Develop ministry and spiritual objectives for the Worship Ministry Team and congregation
- Lead corporate worship service 2-3 times per month for the main service and 1 time per month for Children's Discipleship Ministry
- Recruit, develop, and support leaders that are trained and prepared to lead main corporate worship
- Continue to build the current Worship Ministry Team and develop an intentional strategy for encouraging spiritual growth through Riverside's corporate worship

- Design effective corporate worship gatherings where the Worship Ministry Team can use their abilities, talents, and spiritual gifts to minister to God, Riverside and the local community
- Oversee all aspects of corporate worship gatherings in conjunction with the Senior Pastor and other ministries, including audio and visual, lighting, drama, and special needs for sacraments, mission moments or testimonies
- Coordinate and encourage ongoing education and training for all aspects of worship team, via internal and external training
- Cultivate community amongst the Worship Ministry Team by developing and nurturing relationships through Riverside's retreats, mission trips, and outreach opportunities as needed
- Coordinate corporate worship rehearsals and worship ministry team practices
- Identify potential Worship Ministry Team members and discern a plan of action for their spiritual and musical development and their inclusion on the Worship Ministry Team

### Small Group Discipleship (~10-15/hours week)

- Train and resource Small Group leaders to cultivate a multiplying discipleship culture in their groups
- Identify potential leaders and equip them to be leaders that will invest their lives in making disciples and developing other leaders
- Advocate Riverside Small Groups to Riverside through personal contact, periodic Sunday announcements, website articles, and other communication methods
- Monitor the health of existing groups, integrating new people into groups, helping form new groups, training leaders, and connecting leaders with needed resources and support

### General Adult Discipleship (~10-15/hours week)

- Organize and maintain a spiritual growth pathway that uses a variety of resources to lead people to God and a growing maturity in Christ
- Develop specific classes and "next steps" for people at all stages of the spiritual growth continuum – Exploring Christ, Growing in Christ, Close to Christ, and Christ Centered
- Work with the Senior Pastor to utilize baptism, communion, membership and the church calendar (e.g., Advent, Lent, etc.) as significant spiritual growth opportunities
- Work with the staff and adult discipleship leaders to ensure that Riverside's discipleship strategies are cohesive from birth to adult
- Ensure that newcomers have a clear point of entry into discipleship
- Imagine new adult discipleship ideas and special adult groupings (e.g., single adults, undergraduate/graduate students, empty nesters, etc.) and develop those ideas into new opportunities for spiritual growth

### General Pastoral Care (~15-20/hours week)

- Work with the Senior Pastor to provide pastoral support where needed. May include hospital visits, weddings, funerals, pastoral counseling, ministry meetings, sermons, and oversight of various ministries as gifted
- Help facilitate benevolence program that effectively responds to needs of both community and Riverside's members with a focus on drawing them closer to Christ while meeting their immediate physical needs

### Final Note

We believe that spiritual growth and accountability are vital to the health and welfare of all believers. Therefore, active participation in a Small Group, Bible study, or meeting with a trusted discipleship partner on a weekly basis is mandatory. Our ultimate desire is for all of our staff to nourish their spiritual health and relationship with Jesus Christ as a part of Riverside, and we are committed to supporting him/her in this endeavor.

Please send a cover letter, resume, and references by mail or email to:

**Associate Pastors Search**  
**Riverside Covenant Church**  
**1850 Woodland Avenue**  
**West Lafayette, Indiana 47906**  
Ph. 765.463.4600  
[dteefey@rcovenant.org](mailto:dteefey@rcovenant.org)  
[www.rcovenant.org](http://www.rcovenant.org)



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