



Associate Pastor | Job Description

Job Title: Associate Pastor
Reports To: Pastoral Team Leader (PTL)
Position: Full-Time, Salaried
Status: Non-Exempt

Apply at work@churchlh.com

Summary

A Church of Living Hope (Living Hope) is a Christ-centered, bible teaching church with a vision to follow Jesus by loving God, loving people, and making disciples. We are a suburban Philadelphia ministry, located in Langhorne, PA, with a desire to authentically live out our faith in Christ by seeking to meet the physical and spiritual needs of our community. Pre-COVID-19, our weekly Sunday attendance averaged 350 adults and children combined. Living Hope operates a Keystone Four Star daycare center, Wee Care Early Learning Center (Wee Care), with enrollment of approximately 170 children. Living Hope also operates a food pantry that serves the physical needs of approximately 50 families monthly. Including Wee Care staff, Living Hope employs approximately 50 PT/FT employees.

The role of the Associate Pastor is to work in harmony with the Lead Pastor and Elder Team. He should have a firm grasp on the purpose, values, and strategy of Living Hope and align key leadership teams within its mission.

The Associate Pastor is a leadership position that works alongside paid and volunteer staff to carry out the mission of the church. The primary role of this position is to focus on the internal connection of Christ Followers one to another, discipleship, and local and global outreach.

Job Responsibilities and Duties

- Support the Elders and Lead Pastor in the overall vision casting and leadership of the church's teaching and weekend service planning, design, and execution. Developing goals and objectives for the ministry area in line with the strategic plan.
- Lead and develop an overall plan for small group connection at the church by engaging leaders and attendees. Living Hope's small group ministry includes home groups, Men's & Women's Groups, Discipleship Classes, and various support groups.
- Provide oversight and participation with our existing Global & Local Outreach Team.
- Lead and develop Living Hope's Sunday hospitality ministry which includes: Greeters, Ushers, and the Welcome Center.
- Preach in the Sunday morning services 1 to 2 times a month as directed by the Lead Pastor.
- Participate with the Lead Pastor and Elders in the congregational care of Living Hope members and attenders.
- Perform other duties and tasks as needed to support the overall ministry.



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Qualifications and Skills

- An individual who exhibits a personal and growing relationship with Jesus Christ. Maintains a teachable Spirit and has a personal life in line with the biblical description of a leader.
- Bachelor's or master's degree in Biblical studies or related field required.
- Minimum 5-7 years' pastoral experience in a church leadership role.
- Experienced, engaging teacher/preacher with a strong biblical background, who agrees with Living Hope's Statement of Faith.
- Experience leading teams, both paid staff and volunteers, and executing long-term vision for small groups or comparable church ministries.
- Proficient in Microsoft Office, Office 365, and/or Google's G Suite. Working knowledge of social media.
- Experience with digital media and/or website design a plus.
- Experience establishing and monitoring ministry budgets
- The successful individual will be a self-starter, not requiring a great deal of supervision, with a solid work ethic and willingness to do what it takes to get the job done.
- Ordained or willing to go through the ordination process.
- Submit to all required background and criminal history checks.

Expectations

- Maintain a minimum of 40 weekly work hours.
- Attend weekly staff meetings.
- Meet regularly with the PTL for support, guidance, development, and encouragement.
- Attend and be a support at services & special meetings.
- Provide ministry updates to supervision at assigned times.
- Stay current on church ministry practice through available resources & conferences.
- Willingness to use personal vehicle for ministry use
- Submit to an annual job performance review.

Salary and Benefits

- Competitive salary commensurate with experience.
- 100% employer-paid health, dental, and disability insurance
- Retirement plan with employer matching available.
- Flexible hours and paid time off
- Pastoral housing allowance per IRS regulations (if Ordained)
- Mileage, meals, and technology-related expense reimbursement for church business-related expenses



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