

POSITION DESCRIPTION – ASSOCIATE PASTOR

Hills Bible Church is a Reformed Baptist, multicultural, multiage, and evangelical independent church situated in the South-Eastern suburbs of Melbourne. We are committed to glorifying God by making, maturing, and multiplying disciples of Jesus Christ in our local communities and to the least reached peoples of the earth. Since our inception in 2009 God has been pleased to bless our HBC community through the week-by-week faithful preaching of God's Word and formal and informal ministry both inside and outside the local body.

Due to the growth of our church family, and the desire to intentionally move forward with our church vision, we have identified the need for an Associate Pastor to support and assist the Lead Pastor.

ROLE DESCRIPTION:

The Associate Pastor will be a friendly, godly, and energetic community builder who has the passion and experience to train, equip, and mobilize God's people to be joy filled, Christ-dependent, and faithful disciples of Jesus who makes disciples. He will have experience in pastoral ministry and exhibit strengths in Bible teaching, preaching, disciple making, evangelism, pastoral care, and missions.

RESPONSIBILITIES:

The Associate Pastor will work closely with the Lead Pastor to help follow and implement the church vision and strategy. This role and responsibilities will be adapted to the successful candidate's gifting, experience, and strengths, which best compliment the Lead Pastor. However, he will work to reach and connect with young adults and families with the primary purpose to mature and grow Hills Bible Church. His general responsibilities will be:

- Support the Lead Pastor in planning and implementing vision and ministry.
- Assist ministry leaders when and where necessary.
- Provide Biblical counselling, prayer, and ministry to people as needed, and as directed by the Lead Pastor.
- Serve as an active member of the church congregation by attending services, Life Groups, and church activities and events.
- Meet weekly with the Lead Pastor for prayer and planning and mutual support and encouragement.
- Attend staff and elders' meetings, retreats, and other church functions, as directed.
- Preach during our Sunday service(s) from time to time in the place of the Lead Pastor.
- Teach adults in the Sunday morning EQUIP Class ministry at least two terms a year.
- Be open and flexible to take on any other ministry responsibility as required to ensure the continual care, support, development, and equipping of the congregation.
- Lead a Life Group and oversee the Life Group ministry by shepherding and training existing Life Group leaders while setting up systems of recruiting, coaching, developing, and multiplying new Life Groups.

- Once appointed to the position the Associate Pastor will automatically be an elder at HBC and participate within the HBC plurality of elders.

REQUIRED SKILLS, CHARACTER, AND EXPERIENCE:

- Possess a clear, personal relationship with Jesus as Lord and Saviour that is marked by personal prayer, Bible reading, and holiness that depends on Christ.
- Be a member (or become a member) of HBC and agree with and support HBC's statement of faith and Doctrinal Statement, and be willing to commit to the vision, mission, philosophy of ministry, and goals of HBC.
- Have completed, or be in the process of completing, formal theological training.
- Fulfil the qualifications of an elder/pastor in 1 Timothy 3:1-8 including the ability to teach.
- Demonstrate an ability to cast vision, recruit, coach and deploy leaders and volunteers to 'equip the saints for the work of ministry' (Eph. 4:12).
- Willingness to learn and apply new skills within the role, sometimes requiring external training and development.
- Has had multicultural ministry experience.
- Must have strong communication abilities both written and oral.
- Have experience in pastoral ministry, with a strong initiative and self-starting mentality.
- Demonstrate a robust theological understanding of and experience with discipleship, evangelism, and missions.
- Be trustworthy and able to keep confidence by showing a high degree of ethical integrity.
- Possess a humble and teachable spirit.
- Demonstrate a desire and ability to build, encourage, and work in a team environment.
- Possess a warm, personable, and pastoral demeanor with a strong love for people.

EXTRA REQUIREMENTS:

- Expected to attend the Sunday morning service(s) and be involved in the regular ministries of the church.
- Hold a current Working with Children Check and complete a National Police History Check.
- Support and uphold HBC Codes of Practice.

TIME COMMITMENT / WORKING ARRANGEMENTS:

- Work hours: 38 hours per week
- Workdays: Tuesday to Friday, half day Sunday and Saturday
- Work location: Church or home office

PAY & CONDITIONS:

- Permanent, full time
- Remuneration: Commensurate with ability, skills, and situational needs
- Position subject to a 6-month performance review
- Minimum 4-year commitment

RECOMMENDED READING:

1. [Hills Bible Church Constitution](#)
2. [Doctrinal Statements](#)
3. [Vision 2021... and beyond](#)

HOW TO APPLY

- Those interested please email the following to Cynthia Mitchell, cmitchell@hillsbiblechurch.org:
 - Cover letter
 - Resume with at least three ministerial references
 - Statement of faith and written philosophy of ministry
 - Links to at least three audio or video sermons preached in the past five years
- Applications close 7th November 2021

START DATE: JAN/FEB 2022