

Riverside Community Church

Job Description

Job Title	Associate Pastor of Community Life
Reports To	Lead Pastor
Status	Exempt, Full-Time, Salaried (50 hours/week)
Compensation	\$65,000 - \$80,000 (salary with housing allowance included) <i>Additional benefits: ICHRA/Healthcare stipend, Long Term Disability, and 4% Retirement Contribution</i>
Governance	Serves as a pastor and seeks affirmation as an elder of Riverside Community Church
Location	Primarily on-site at Riverside Community Church, with occasional travel

Position Summary

The Associate Pastor of Community Life provides pastoral leadership and oversight for RCC's discipleship ministries from birth through adulthood. He leads the staff or volunteer leader responsible for Children's Ministry, Middle School, High School, and Adult/Small Groups, helping them develop a cohesive, gospel-centered approach to discipleship across every stage of life. His primary work is to shepherd and develop these leaders, strengthen the lay teams they lead, and ensure that people and families receive meaningful pastoral care. He also teaches from Scripture and participates in the broader shepherding work of the pastoral and elder teams.

Essential Job Duties

Discipleship Strategy & Oversight (Birth Through Adult)

- Own the vision, philosophy, and lifelong discipleship pathway for RCC across every life stage — nursery/children, middle school, high school, and adult/small groups.
- Partner with the Lead Pastor and elders to refine and articulate a clear discipleship framework, drawing on existing church discipleship principles as a starting point.
- Regularly assess the spiritual health of each ministry area and adjust strategy, staffing, or curriculum as needed.

Team Leadership — Staff & Lay Leaders

- Directly hire, train, shepherd, and evaluate the leaders (staff and lay) of Children's Ministry, Middle School, High School, and Adult/Small Groups.
- Ensure leaders understand their primary role: empowering lay leaders and facilitating what only staff can — not always doing the hands-on work themselves.
- Champion lay leadership as a primary vehicle for discipleship in every area. The key leaders being developed will largely be lay leaders; staff exist to recruit, train, and support them, not replace them.
- Personally invest in raising up lay leaders alongside staff, modeling how to identify, train, and release lay people into ministry.
- Conduct regular one-on-ones with staff leaders to coach, align, and assess how well they are developing their lay teams.

Teaching & Pulpit Ministry

- Teach in youth ministry contexts and preach from the pulpit on a regular rotation as part of RCC's teaching team.
- Lead the development and implementation of RCC's discipleship strategy and curriculum under the direction of the Lead Pastor and within the vision, theology, and ministry philosophy established by the elders.

Pastoral Care & Shepherding

- Provide direct pastoral care and counsel to families navigating crisis, conflict, grief, or major life transitions.
- Be personally present and available to families across all life stages, not solely working through leaders.
- Partner with fellow elders on matters of church discipline, membership care, and safeguarding as they relate to families and children.

Elder & Staff Responsibilities

- Once affirmed by the congregation, serve as a voting member of the elder board, sharing in the spiritual oversight and governance of the church.
- Attend and participate in weekly staff meetings, elder meetings, and strategic planning sessions.
- Collaborate with the Executive Team on church-wide vision, goals, and cross-ministry initiatives.

Qualifications

Required

- Meets the biblical qualifications for elder/overseer outlined in 1 Timothy 3 and Titus 1.
- Affirms RCC's doctrinal statement, denominational and network alignment, and bylaws.
- Has at least seven years of ministry experience, including five years in a pastoral leadership or oversight role.

Preferred

- Master of Divinity (M.Div.) or equivalent graduate theological education.
- Experience overseeing adult community life ministries.

Pastoral Leadership & Ministry Skills

- Provides wise, attentive pastoral care and builds caring relationships with adults through different seasons of life.
- Develops, coaches, and delegates to staff and volunteer leaders while remaining accountable for the ministries he oversees.
- Plans and leads discipleship ministries from initial vision through implementation.
- Works collaboratively with elders and staff, communicating openly and contributing to a unified pastoral team.
- Welcomes feedback and responds to challenges with humility, sound judgment, and steadiness.
- Takes initiative, solves problems, and builds effective ministry structures as needs emerge.

Work Environment

- Exempt, full-time role, salaried (50 hours/week), with pastor's housing allowance.
- Reports to the Lead Pastor; serves as a pastor and elder on the elder board.
- Directly oversees the leaders (staff and lay) of Children's Ministry, Middle School, High School, and Adult/Small Groups.
- Regular weekday hours, with regular evening/weekend responsibilities for services, youth ministry, and events.
- Primarily on-site at Riverside Community Church, with a small amount of travel required throughout the year.
- Must be able to sit, stand, and move for extended periods; occasional lifting of ministry or event materials (up to 25 lbs).