

JOB PURPOSE

The mission of Open Door Community Church is to make disciples (Matthew 28:19-20) in our different spheres of influence where we live, work, and play in the greater Atlanta area. The job of the assistant/ associate pastor is to work alongside the senior pastor and elders in shepherding the church so that the church may fulfill its mission (Ephesians 4:11-12).

JOB RESPONSIBILITIES (in the order of priority)

1. Lead worship

- Preside
 - There is a rotation of presiding among the pastors and elders. The associate pastor will be a part of the rotation.
 - On weeks when he is presiding, the associate pastor will prepare the order of worship.
- Preach
 - When scheduled to preach, prepare and preach Christ-centered sermons
 - The senior pastor will share the responsibility of the pulpit. The associate pastor should expect to preach once or twice a month, and more frequently if the senior pastor is unable to preach.
- Sacraments
 - Baptism
 - The senior pastor will handle all baptisms. However, if there is an occasion when the senior pastor is unable to perform his duty, the associate pastor should be available to administer the baptism.
 - Lord's Supper
 - The church celebrates the Lord's Supper once a month. The senior pastor and associate pastor will take turns administering the Lord's Supper.

2. Shepherd

- Visit your 'sheep-fold' regularly:
 - Monthly contact by telephone to check-in.
 - The associate pastor (as well as all elders) should have an in-person visitation with each member of their sheep-fold at least once a year. This may be an at-home visitation or a meeting place (i.e. lunch)
- Hospital, shut-in's
 - When a person is in a hospital or shut-in at home, both senior and associate pastor are expected to visit.
- Weddings, funerals

- When the senior pastor is unavailable, the associate pastor may be called upon to conduct pastoral services: weddings, funerals, business openings, baby showers, one-year birthday, etc.
 - Counseling
 - Provide counseling (premarital, marriage, family, personal) on a limited basis. If issues cannot be resolved within four sessions, the pastor should confer with the Session and may refer the person to a professional Christian counselor.

3. Pray

- Have a daily time of personal communion with the Lord. Cultivate a joyful and peaceful heart! Spiritual formation and self-care are essential for authentic and enduring ministry.
- Pray for each member by name at least once a week.

4. Small groups

- Organize members into men's and women's small groups
- For each semester (fall, spring), select a book of the Bible for each group to study (and occasionally, a topical study or book)
- Oversee leaders and co-leaders to lead each small group.
- Gather the leaders and co-leaders at the beginning of each semester to provide training, encouragement, and introduction to the selected book.
- Lead one of the groups, if necessary.

5. Education (preferred, but not required)

- Oversee all departments of education: nursery (age 3 to pre-K), children (grades K-5), youth (middle & high school), and college
- Lead monthly meetings of teachers
- Teach an annual communicants' class (for youth ages 13 and older) to prepare each student to become a communicant member.

6. Train Leadership

- Meet one-on-one monthly with a prospective leader for discipleship.
- Participate in the training (including annual retreat) of officers

NOTE: Starting at the end of April 2022, the senior pastor is scheduled to go on a 3-month sabbatical. During that time, the associate pastor may have some added responsibilities, such as more frequent presiding. However, most or all of the preaching during the sabbatical will be done by guest speakers.

PROFESSIONAL QUALIFICATIONS

- Required qualifications

- Has genuine faith in Jesus Christ
- Bachelor's degree
- Graduate degree from an accredited seminary
- Reformed in theology
- Preferred qualifications
 - Ordained (if not, we will help this person through ordination process)
 - A member of the PCA, or willing to transfer into the PCA
 - Has prior experience preaching and providing pastoral ministry (not required)
 - Has prior non-ecclesiological work experience
- Required attributes:
 - Demonstrates the character of a shepherd: humble, gentle, and patient
 - Loves God's Word
 - Loves God's people
 - Enjoys praying
 - Loyalty. Supports the senior pastor's leadership.
 - Is capable of rising to the occasion of leadership.

WORKPLACE, CULTURE & OTHER EXPECTATIONS

- Allowed to work from any location (home, church), as long as his work is completed
- The pastor will manage his own schedule. He will designate one day a week (other than Sunday) for sabbath, and take one day off for personal matters. The rest of his schedule will be designated according to his responsibilities.
- The pastor will not meet with a female in private or one-on-one. The pastor may meet with a female in his office on Sunday, if his door is open or a window allows visibility.
- The pastor may take 4 Sunday's off every year: 2 Sundays off for vacation, 2 Sundays for personal development

COMPENSATION PACKAGE

- Competitive salary & benefits package for a full-time position. Consideration will be given to status (ordination), experience, family size, and other particular needs.

APPLICATION PROCESS

- Please submit the following to Rev. Joshua Cho, pastor.odcc@gmail.com:
 - Your resume (one or two pages). Please include any pertinent information, such as marital status, names of wife and children.
 - Your testimony of conversion (one page)
 - Your calling to ministry and ministry philosophy (one or two pages)
 - At least one (preferably two) video sermon recording(s) from 2021. If no video recording is available, an audio recording is acceptable.

CHURCH

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www.OurDoorsOpen.org