



Job Title:	Associate Pastor	Job Category:	Exempt
Location:	Woodridge	Travel Required:	N/A
Reports to:	Lead Pastor	Position Type:	Full-Time; Salary Range \$45K-\$55K

**Job Summary:** The Woodridge Associate Pastor is a member of the New Life Midway leadership team with a firm grasp on the purpose, values and strategy of the church. He aligns leadership and staff teams with our mission. The Associate Pastor takes ownership of the shepherding, pastoral care, discipleship, inspiration and outreach for the entire church body.

**Job Duties:**

- Equip the church body for serving Christ by providing strong leadership in line with our staff leadership team that challenges the church to fulfill its purpose.
- Officiate the ordinances of Baptism and Communion; baby dedications, weddings and funerals; be available to counsel families and individuals.
- Effectively coach, counsel and direct the ministries of the campus. Assess ministry needs and develop programs and activities to meet those needs. Be engaged with all of the campus leadership by being accessible, supportive, and available for prayer.
- Manage the day-to-day operations of the location. Work alongside New Life Midway's leadership team to supervise the office manager and provide direction for the effective functioning of the front office support functions. Work alongside New Life Midway's leadership to administer the location budget, recruitment, training and direction of location staff and volunteers, church policy and procedures, and coordination of fiscal matters.
- Develop, maintain and nurture relationships with other churches and Christ-related organizations in the community.
- Participate in regular meetings and functions with the Pastoral team; conduct regular meetings with location staff.
- Participate in strategic planning with New Life Midway's leadership team and ensure that staffing, facilities and programs are effectively aligned to meet strategic goals.

**Skills/Qualifications:**

- Must become an active member of the New Life with strong ties to our vision and mission.
- Serves as a New Life Pastor and is in full agreement with our New Life Pastoral Covenant.
- Minimum 3 years ministry experience in a leadership role.
- Meet the Biblical requirements for position (1 Tim. 3:1-7; Titus 1:5-9; 1 Peter 5:1-4; Acts 6:4).
- Solid verbal, written and interpersonal communication skills.
- Ability to effectively lead and shepherd the staff and ministry teams to accomplish church goals.
- Ability to share the Bible with people; must be able to explain and defend the Christian faith.

PLEASE SUBMIT RESUMES TO IRENE VASQUEZ AT [IRENEV@NEWLIFECHICAGO.ORG](mailto:IRENEV@NEWLIFECHICAGO.ORG)