



Associate Pastor Search

MARANATHA BIBLE CHURCH

- **Type:** Full-time (preferred)
- **Location:** San Ramon, California
- **Applications Open:** September 15, 2024

About Maranatha Bible Church

HISTORY

Maranatha Bible Church (MBC) began in 1997 as a small church plant in a family's home. In 2002, another church plant from Fremont merged with MBC and the congregation was established as a local church in San Ramon. Throughout the following two decades, God's hand was faithful upon MBC through all the ups and downs. In the summer of 2020, the members of MBC voted to affirm Sam Lee as their new pastor. By God's grace, MBC has since been experiencing spiritual and numerical growth fueled by a central focus on beholding the glory of Jesus in the power of His Spirit through the faithful exposition of God's Word.

CONGREGATION

MBC currently has about 80 adult members with an average Sunday attendance of roughly 100–120. The adult demographics are currently about 85% Asian-American, 10% White, and 5% Hispanic/Black/Other. Our congregation spans multiple generations with a distribution of about 50% in their 20's and 30's, 15% in their 40's and 50's, and 35% above the age of 60. There are approximately 25 children, mostly concentrated either in young children (infants through Pre-K) or in middle/high school students.

MINISTRY/DOCTRINE

The main doctrinal distinctives of MBC is Reformed and Baptist. Our teaching ministry is particularly rooted in seeing more continuity than discontinuity in the Bible and is thus focused on Christ-centeredness through every page of Scripture. A driving conviction that shapes especially our preaching is encouraging believers toward gospel-fueled sanctification, understanding that the power to grow in Christlikeness is found in Christ alone, the Sanctifier, who is at work to conform us to His image by His Spirit as He renews our minds with the gospel truths we have already believed by faith. MBC is a non-denominational local church that believes in and operates under biblical self-government. We are governed by a plurality of Elders with a measured dose of congregationalist aspects in our polity. Please see our doctrinal statement ("What We Teach") and Constitution & Bylaws for more information.

Overview of Position

Maranatha Bible Church is prayerfully searching for an Associate Pastor who will work specifically under the direction of the Lead Pastor to join the Elders in shepherding the congregation for the glory of God. The ideal candidate will be one who agrees with and supports the vision of MBC as charted by the Lead Pastor. He will work collaboratively with the staff and Elders to execute that vision through pastoral labors and administrative support in the church. The qualifications for the position, as listed below, comprise what the Elders believe to best depict the type of man whom God is calling to serve the people of MBC as Associate Pastor.

Qualifications

EDUCATION

- **Minimum:** Formal theological training from a sound biblical training center
- **Preferred:** M.Div or equivalent from an evangelical seminary with a rigorous academic program that holds to the inerrancy of Scripture

EXPERIENCE

- **Minimum:** If no prior pastoral experience, must have extensive ministry experience in leading the church, counseling, discipleship, and teaching. Applicant should have some experience in preaching to a congregation.
- **Preferred:** At least 1–2 years of full-time pastoral ministry at a faithful, gospel-centered church. Have preached at least 15–20 sermons before a gathered church. Ordained to the ministry by a local church or denomination. If not ordained, may be hired under an “Assistant Pastor” staff position (non-elder) or similar.

ABILITIES/GIFTEDNESS

Minimum:

- Able to preach expository sermons that are anchored in the gospel and draw out relevant implications that serve to encourage and strengthen the faith of believers, rather than dishearten them with one-dimensional rebukes
- Demonstrates doctrinal depth and clarity, but also able to teach complex theological truths in simple and understandable ways that kindle worship and thankfulness to God in the listener’s heart
- Excellent people skills with an ability to befriend all kinds of people in the world (not only those in the church)
- Has both an ability and desire to counsel believers in a way that points them to Christ, not to themselves, especially for those who are struggling and discouraged in faith
- Has a passion and track record for discipling others in the church, especially developing and raising up other leaders
- Takes initiative in new environments even if uncomfortable

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- Able to articulate the gospel clearly and lovingly to unbelievers without the use of any theological jargon
- Is good at playing the supportive role and being a team player. Carefully follows through on assigned tasks and is detail-oriented
- Highly organized and responsible, does not miss deadlines and is able to keep track of numerous projects with many moving parts
- Adept at organizing and managing large groups of people and various ministries including their leaders. Able to motivate others and communicate clearly, both verbally and in writing

Preferred:

- Exceptionally gifted in preaching Christ-centered sermons no matter the text or topic
- Is particularly gifted administratively and technologically. Very resourceful and creative at coming up with solutions to difficult problems
- Highly gifted with a “sixth sense” toward people. Able to keenly read the room and sense what others are thinking and feeling, while at the same time not being controlled by a fear of man
- Is financially savvy and experienced, particularly in the context of church finance

DOCTRINE

Minimum:

- Has carefully read and is in full agreement with MBC’s Constitution & Bylaws
- Has carefully read and is in full agreement with MBC’s unabridged Doctrinal Statement (“What We Teach”)
- Committed to creedal orthodoxy (Nicene, Chalcedonian)
- Committed to Reformed soteriology (Five Solas, Doctrines of Grace)

Preferred:

- Holds to a covenantal (non-dispensational) framework of Scripture that centers on the Person and Work of Christ as revealed by the Spirit
- Understands the validity and necessity of drawing out biblical typology to see the continuity of the gospel throughout the OT and NT
- Demonstrates an awareness and conviction of how Reformed theology specifically applies to the doctrine and practice of a believer’s sanctification, thereby governing how he approaches preaching and counseling
- Views the two ordinances sacramentally and understands its importance in forming a gospel-shaped worship service
- Familiar with various Reformed confessions/catechisms and understands their significance even if not in full agreement with every stipulation (i.e. Belgic, Heidelberg, Westminster, London 1689)
- Exhibits acute biblical discernment regarding contemporary cultural issues and is able to uncover and articulate their underlying presuppositional worldviews
- Willing to learn and grow theologically under MBC’s doctrinal direction, especially if unsure of the preferred items above

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CHARACTER

All characteristics from 1 Tim. 3:1–7, Titus 1:5–9, and 1 Peter 5:1–4, with notable emphasis on:

- A genuine personal devotion to the Lord, apart from any ministry calling, which seeks to grow first and foremost as a Christian in knowing Christ more deeply and growing in His likeness (2 Peter 3:16; John 17:3; Jer. 9:23–24)
- If married, enjoys a faithful and joyful marriage with an enthusiastically supportive wife (Prov. 31:11–12; 1 Peter 3:7)
- Humble and teachable (Col. 3:12; Prov. 1:5)
- Not self-important nor takes himself seriously (Rom. 12:3; 2 Cor. 2:16)
- Known by others around him primarily as a deep lover of people (1 Cor. 13:1–3; Rom. 15:7), warm and hospitable both in deed and demeanor (Heb. 13:2; Matt. 11:29)
- Gentle, patient, and tenderhearted toward others, out of a grateful awareness of what love and patience God has and continues to pour upon him (James 3:17; 1 Tim. 2:24–25; Eph. 4:32)
- Willing to believe the best in others before jumping to conclusions (Prov. 18:13, 17; 1 Cor. 13:7)
- Has a shepherd-like heart that carries the weight of responsibility for the spiritual welfare of others (Phil. 2:20; Rom. 15:1)
- Sincerely and practically believes the Holy Spirit to be our true Counselor and Minister and so approaches ministry in a manner that entrusts souls to His care instead of trying to take over His work (Rom. 8:15–17, 26–27; Gal. 4:6; John 16:14)
- Very hard-working with a high standard of excellence (Col. 3:23; Prov. 22:29)
- Evangelistic heart with both winsomeness and unashamed clarity (1 Cor. 9:20–22; Rom. 1:16)
- Able to think for himself regardless of what others think and say; willing to be the odd man out and not follow other men, especially other ministers (1 Thess. 5:21; Gal. 1:10; 1 Cor. 3:4)
- Allergic to celebrity culture in Christendom and fearful of becoming idolized and so distract people from the glory of Christ (Matt. 6:1–6; 1 Cor. 1:13; 3:21–23; John 3:30)
- Loyal solely to God and His Word (Josh. 24:15; Isa. 66:2)

Responsibilities

- Be an active and joyful member of the church along with wife and children (if applicable)
- Work with and under the direction of the Lead Pastor to carry out his vision for the church
- Shepherd the congregation alongside the Elders in providing general pastoral care, discipleship, counseling, welcoming newcomers, building relationships, visiting the sick, raising up leaders, and regularly praying for and with church members
- Preach approximately 8–12 times a year on Sunday Services (may be more depending on the church's season)

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- Help conduct Sunday Worship services and other special worship services as needed (e.g. Baptisms, weddings, funerals)
- Regularly attend meetings (Elders, pastoral staff, Members, various ministries) to provide support and/or direction to carry out the church's vision
- Assist the Lead Pastor in pastoral administrative tasks, such as preparation for and documentation of Elders' Meetings and Members' Meetings, reviewing and assessing ministries, facilitating communication with ministry leaders, planning ministry calendars, financial review and preparation, and various other items as needs arise
- Oversee ministries in the church such as community groups, youth ministry, ushers, welcoming, etc.
- Help oversee the membership process, including managing applicants, teaching classes, and conducting interviews
- Support the Lead Pastor in building up new ministries, such as discipleship, men's ministry, outreach, or other new teaching ministries as fitting
- Assist the Lead Pastor in identifying and developing potential spiritual leaders
- Assumes all other responsibilities assigned by the Lead Pastor and/or the rest of the Elders. Responsibilities subject to change and/or expand depending on the church's season. Reports to the Elders.

Salary and Benefits

To be determined; based on experience and qualifications

Submit Your Application

Please return this completed application and listed attachments via email to info@mbcbayarea.com.

- *Subject: "ATTN: Associate Pastor Search - [Your Name]"*
1. Cover letter (can be in the body of email or as a separate attachment)
 2. Completed application form
 3. Brief summary of your personal testimony (limit 1 page single-spaced)
 4. Brief summary of how God called you to pastoral ministry (limit 1 page single-spaced)
 5. Photo of you (with your family, if applicable)
 6. Sermon recordings (2 or 3, include links of audio or video). Include the following information in email: Scripture, title, date, location, occasion (e.g. Sunday Service, midweek worship, etc.). Preferred at least one sermon be from OT.
 7. Any other necessary attachments as requested

BASIC INFORMATION

Legal Name

First

Middle

Last

List any previous names used

Contact Information

Current Address | Street, City, State, Zip Code

Home Phone

Cell Phone

Email

Personal Information

Age

Date of Birth | MM/DD/YY

Place of Birth

Country of Citizenship

If not a citizen of the U.S., are you a legal permanent resident

Yes

No

Marital Status

Single

Married

Separated

Divorced

Remarried

Widowed

If separated, divorced, or remarried, please attach a brief explanation (1/2-page, single-spaced max)

Wife's Name

Wife's Age

How long have you been married?

Children

Name

Age

Gender

M

F

M

F

M

F

M

F

M

F

Other Dependents?

EDUCATIONAL BACKGROUND

Undergraduate

School	Degree	Date of Graduation
Major	Minor (If applicable)	GPA
Do you believe that your GPA accurately reflects your intellectual ability? <input type="checkbox"/> Yes <input type="checkbox"/> No	If no, please explain:	

Graduate/Seminary

School	Degree	Date of Graduation
Major (If Applicable)	Minor (If Applicable)	GPA
Do you believe that your GPA accurately reflects your intellectual ability? <input type="checkbox"/> Yes <input type="checkbox"/> No	If no, please explain:	

Other Graduate or Study or Continuing Education?

PERSONAL INFORMATION

When were you born again into true saving faith in Christ?

Approximate Date

Please attach your written personal testimony (max 1-page, single-spaced)

Have you been baptized as a professing believer by immersion?

Yes No

Date

Location

What do you believe some of your spiritual gifts to be?

What are some outstanding lessons God has been teaching you this past year?

How would you honestly rate your characteristics/abilities in the following areas?

	1 = low	2 = needs work	3 = average	4 = good	5 = strong
People skills	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Emotional intelligence	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Sense of humor	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Intellectual ability	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Writing skills	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Artistic ability <small>(music, visual arts, etc.)</small>	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Administrative skills	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Technological savviness	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Multitasking	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Organizational skills	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Responsibility	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Punctuality	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Determination & Persistence	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5

PASTORAL INFORMATION

Do you believe that you meet the qualifications of Elder as set forth in 1 Timothy 3:1–7, Titus 1:5–9, and 1 Peter 5:1–4?

Yes No

Do you believe in your conscience that God has clearly called you to pastoral ministry?

Yes No

***Please include an attachment briefly describing how God called you to ministry
(max 1-page, single-spaced)***

Do you believe that you align with the biblical traits as listed under the “Character” section of the job posting?

Yes No

Describe your wife’s attitude toward your ministry vocation.

What would you identify as your particular passion in ministry?

List the Top 3 most formative books you’ve read and briefly explain why.

Who are some pastors/preachers/theologians that have made a lasting impact on you as a Christian and as a minister? Briefly explain why.

Describe your personal doctrinal distinctives. Are there any strong convictions or passions that stand out?

Have you carefully read through and understood MBC's Doctrinal Statement ("What We Teach")?

Yes No

Please honestly state any disagreements or uncertainties with a clear conscience before God.

Have you carefully read through and understood MBC's Constitution & Bylaws?

Yes No

Please state any disagreements or requests for clarification.

What has led you to consider the Associate Pastor position at Maranatha Bible Church? Why do you believe you are the right fit as directed by God?

CHURCH INFORMATION

Of what church are you currently a member?

Name of Church

Church Address | Street, City, State, Zip Code

Phone Number

Email

Website

What is your present position?

Senior Pastor

Associate Pastor

Assistant Pastor

Youth Pastor

Pastoral Intern

Other (please specify)

Describe your role in this position.

Are you ordained?

Yes No

If so, name of church or denomination

Date of ordination

Have you ever been under church discipline, whether at this church or another church?

Yes No

If yes, please describe:

EMPLOYMENT INFORMATION

Current Company/Church

Name of Company/Church		Website
Address Street, City, State, Zip Code		
Job Title	Supervisor Name	Supervisor Contact Info
Responsibilities		
Dates worked MM/YY	Starting Salary	Ending Salary
From	To	
Reason for leaving	May we contact your supervisor for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Previous Company/Church

Name of Company/Church		Website
Address Street, City, State, Zip Code		
Job Title	Supervisor Name	Supervisor Contact Info
Responsibilities		
Dates worked MM/YY	Starting Salary	Ending Salary
From	To	
Reason for leaving	May we contact your supervisor for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Previous Company/Church

Name of Company/Church		Website
Address Street, City, State, Zip Code		
Job Title	Supervisor Name	Supervisor Contact Info
Responsibilities		
Dates worked MM/YY	Starting Salary	Ending Salary
From	To	
Reason for leaving	May we contact your supervisor for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No	

OTHER BACKGROUND INFORMATION

Do you have any serious health concerns that the congregation should be aware of?

Yes No

If yes, please briefly describe:

Have you ever filed for bankruptcy?

Yes No

If yes, please state the nature and circumstances of the bankruptcy:

Have you ever used mind-altering drugs?

Yes No

If yes, please describe your usage history and experience:

Have you ever been convicted of a felony?

Yes No

If yes, please state the nature of the crime(s), when and where convicted, and the disposition of the case:

If you answer "Yes" to any of the following questions, please attach a separate sheet indicating the nature of the suit, offense, date, court, and disposition or other appropriate explanation. A conviction record will not automatically be a bar to employment. Factors such as your age at the time of the crime, seriousness, and nature of the violation, time elapsed since the crime, job relatedness, and subsequent rehabilitation will be considered.

Are you presently being investigated or under a procedure to consider your discharge for misconduct by your present employer?

Yes No

Has any employer ever subjected you to disciplinary action, suspended, terminated, or asked you to leave a job or a volunteer position on the grounds of any unlawful behavior, or violation of an employer's sexual misconduct or harassment policy?

Yes No

Have you ever been charged in civil or criminal proceedings with improprieties with children?

Yes No

DISCLAIMER AND SIGNATURE

I certify that all the information provided in this employment application is accurate and complete to the best of my knowledge, and I authorize investigation of all statements contained in this application, including a fingerprint scan and a criminal background check. I understand that any false or incomplete information may disqualify me from further consideration for employment and may result in my immediate discharge if discovered at a later date.

I authorize the investigation of any or all statements contained in this application and also authorize any person, school, current employer, past employers, and other organizations to provide information concerning my previous employment and other relevant information that may be useful in making a hiring decision. I release such persons and organizations from any legal liability in making such statements.

I have read, understand, and agree to the above statements.

(By signing your name along with the date below, you are verifying that you agree with the above statements.)

Signature _____ Date _____

ATTACHMENTS

<input type="checkbox"/>	Cover letter (can be in the body of email or as a separate attachment)
<input type="checkbox"/>	Completed application form
<input type="checkbox"/>	Brief summary of your personal testimony (limit 1 page single-spaced)
<input type="checkbox"/>	Brief summary of how God called you to pastoral ministry (limit 1 page single-spaced)
<input type="checkbox"/>	Photo of you (with your family, if applicable)
<input type="checkbox"/>	Sermon recordings (2 or 3, include links of audio or video). <ul style="list-style-type: none">▪ Include the following information in email: Scripture, title, date, location, occasion (e.g. Sunday Service, midweek worship, etc.). Preferred at least one sermon be from OT.
<input type="checkbox"/>	Any other necessary attachments as requested
<input type="checkbox"/>	Please return this completed application and listed attachments via email to info@mcbayarea.com <ul style="list-style-type: none">▪ Subject: "ATTN: Associate Pastor Search - [Your Name]"