

PBCC Associate Pastor/Teacher

Full-Time Exempt

Hire Date: October 1, 2021

Overview

Peninsula Bible Church Cupertino (PBCC)

PBCC is an elder-led congregation with 35 years of history located in the heart of Silicon Valley. We enjoy considerable diversity in age (infants to 90-year-olds), economic and family status, ethnicity, and personal style. We have a deep love for the Bible (as the name might suggest) and are evangelical in theology, but independent of denomination. We are grateful for the stability of deep roots and excited about the adventure before us, “good works, which God prepared beforehand, that we should walk in them.” Please visit our webpage to find out more about us: <https://pbcc.org/what-we-believe/>.

PBCC Associate Pastor/Teacher Scope

As an associate pastor/teacher at PBCC, one will be part of a preaching team who share the preaching load throughout the year and who work closely to plan and coordinate all things related to preaching. Primarily, PBCC’s preaching is expository in nature, although there are some opportunities for topical preaching. In addition, each preaching pastor oversees a sub-ministry, according to gift and need (in discussion with the elders). This sub-ministry will inevitably involve building a volunteer ministry team and will provide a stage to further build relationships within the body.

Responsibilities

- Work closely with the leadership team of pastors and elders to develop and implement PBCC’s vision for the church.
- Work closely with the team of preachers to plan and implement the preaching schedule. This includes weekly planning meetings and review meetings.
- Teach and preach the Bible in a variety of contexts.
- Plan and implement the details for the pastor’s sub-ministry, including encouraging, equipping, and discipling the adult volunteer leaders.
- Have a heart and desire for equipping the larger congregation to utilize their gifts and talents for God’s glory.
- Plan teaching curriculum, small group Bible Studies, and resources as applicable.
- Provide pastoral care where appropriate.
- Provide the overall planning, organization and implementation of programs and activities where appropriate.
- Oversee communications (e.g. web, print, email, social media, announcements, bulletin inserts) related to the pastor’s preaching and the sub-ministry.
- Pursue outreach opportunities either locally or globally.

Associate Pastor/Teacher Team Member Responsibilities

PBCC has a core commitment to servant leadership, to healthy communication with other staff members, and to shared responsibilities. The pastor must be able to function well as “one among others” in style of leadership. PBCC has no senior pastor, therefore, self-motivation as well as functioning as a team are vital attributes.

- Participate actively as a member of the pastoral team, working together with them to contribute to the life of the church.
- Communicate regularly with fellow pastoral staff and elders.
- Pastor the congregation at large, paying attention to overall spiritual health. Help lead occasional all-church events and efforts.

Qualifications, Skills and Requirements

- A growing and vibrant personal relationship with Jesus Christ as Lord and Savior
- Master’s degree or equivalent ministry experience
- A passion for the Word, and preaching the Word expositively
- An appreciation for and developing knowledge of the original languages
- Articulates and models a Christ-centered life consistent with Scripture
- Strong communication skills
- A faithful, humble and teachable spirit
- Ability to recruit, train, develop and lead a strong volunteer team
- Ability to be a self-starter
- A team player and contributor
- Good administrative and organizational skills
- Ongoing dependence on the Holy Spirit to direct and modify ministry plans and areas of emphasis
- Actively participating in the church community outside the daily time at work
- Agreement with our doctrinal statement
- Agreement with our organizational structure
- Occasional lifting of 20 pounds required for events and set up
- Preference: Experience ministering to a multi-cultural congregation
- Preference: Experience ministering to young adults, young couples or young families

To Apply

Interested candidates should submit the following as four separate documents to the following email address: HR@pbcc.org .

- Cover letter
- Resume
- Application (see below)
- A statement addressing the following (all four must be submitted to be considered):
 - Write your personal statement of faith.
 - Describe your faith journey and your relationship with God today.
 - What excites you most about preaching the Gospel in the middle of Silicon Valley?
 - What are your spiritual gifts?

**Peninsula Bible Church Cupertino
APPLICATION FOR EMPLOYMENT**

Please Note: All candidates are required to complete and submit this employment application.

APPLICANT INFORMATION

Name: _____ Today's date: _____

Address: _____ City: _____

County: _____ State: _____ Zip: _____ E-Mail: _____

Home Phone: _____ Business or other phone: _____

If employed, can you submit verification of your legal right to work in the U.S.? Yes ___ No ___

How did you learn about this opening? _____

Please indicate yes or no. Are you available for full time ___ part time ___ overtime ___ temporary ___

Are there any limitations on the hours, days, or time you are available to work? _____

Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation? Yes _____ No _____

If no, describe the functions that cannot be performed. _____

(Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions.)

POSITION APPLYING FOR

Job title or type of work _____

Desired Salary _____ When can you start? _____

EDUCATION

Please begin with most recent college/university/technical school.

Name of educational institution/location	# of yrs. Completed	Major	Did you graduate?	Diploma/Degree
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Other training, certifications or education related to the job you are applying for:

Have you ever been convicted of or pleaded guilty to a criminal offense (felony or serious misdemeanor)?
(Convictions for marijuana-related offenses that are more than two years old need not be listed.) Yes _ No _

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

(Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The nature of the offense, the date of the offense, the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered.)

Were you a victim of abuse or molestation while a minor? Yes __ No __

We understand that this is a sensitive question and we're only asking it to provide, to the best of our ability, a safe environment for our children. If you prefer, you may refuse to answer the above question, or you may discuss your answer in confidence with a pastor rather than answering it on this form. Answering yes, or leaving the question unanswered, will not automatically disqualify an applicant for children or youth work. I would like to discuss this with a pastor or counselor . . . Yes __

REFERENCES:

List below three persons not related to you who have knowledge of your work or ministry performance within the last three years. Include at least one PBCC or other church reference. Please note that for this position (Associate Pastor/Teacher), only final candidates will have references checked. We will communicate with you prior to contacting your references.

Name: _____

Address: _____
No. Street City State Zip

Occupation: _____

Telephone No. () _____ **Number of years acquainted:** _____

Name: _____

Address: _____
No. Street City State Zip

Occupation: _____

Telephone No. () _____ **Number of years acquainted:** _____

Name: _____

Address: _____

No. Street

City

State Zip

Occupation: _____

Telephone No. (____) _____

Number of years acquainted: _____

PLEASE COMPLETE JOB HISTORY INFORMATION EVEN IF RESUME IS ATTACHED

EMPLOYMENT HISTORY:

List below all present and past employment starting with your most recent employer (last 10 years is sufficient). Account for all periods of unemployment. Complete this section even if attaching a resume.

May we contact your present employer? Yes _____ No _____

1. Employer _____ Address _____

Type of Business _____ Your Position/Title _____

Your Duties _____

Manager's Name/Title _____ Phone _____

Dates of Employment: From ____/____/____ to ____/____/____ Salary: Starting _____ Final _____

Reason for Leaving _____

2. Employer _____ Address _____

Type of Business _____ Your Position/Title _____

Your Duties _____

Manager's Name/Title _____ Phone _____

Dates of Employment: From ____/____/____ to ____/____/____ Salary: Starting _____ Final _____

Reason for Leaving _____

3. Employer _____ Address _____

Type of Business _____ Your Position/Title _____

Your Duties _____

Manager's Name/Title _____ Phone _____

Dates of Employment: From ____/____/____ to ____/____/____ Salary: Starting _____ Final _____

Reason for Leaving _____

APPLICANT'S CERTIFICATION AND RELEASE

Please Read Carefully, Initial Each Paragraph and Sign Below

_____ I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that an omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

_____ I hereby authorize the company to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the company any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the company, my former employers and all other persons, corporations, partnerships and association from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

_____ I understand that nothing contained in the application, or conveyed during any interview that may be granted or during my employment, if hired, is intended to create an employment contract between me and the company. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or the company, and that no promises or representations contrary to the foregoing are binding on the company unless made in writing and signed by me and the company's designated representative.

The following policies reflect our commitment to provide protective care of all children, volunteers, and employees who participate in church sponsored activities.

- We must take seriously Paul's admonition to "always conduct yourselves in a manner worth of the gospel of Christ." (Phil. 1:27).
- Adults who have been convicted of either child sexual or physical abuse may not be involved in any church sponsored activity or program for children.
- Adults working with children must observe the "two-adult" rule whenever possible; this requires that adults are never alone with children without an adult partner.

I agree to follow the policies and procedures of Peninsula Bible Church Cupertino.
I further state that I HAVE CAREFULLY READ THE FOREGOING PROVISIONS AND AGREEMENTS AND UNDERSTAND THE CONTENTS THEREOF AND I SIGN THIS FORM AS MY OWN FREE ACT. This is a legally binding agreement that I have read and understand.

Applicant's Signature Date

PLEASE SIGN HERE _____

DATE _____