



Associate Pastor Job Opening

First Reformed Church – Cedar Grove, WI

Position Type: Full-Time (40 hours/week)	Reports To: Senior Pastor
Accountable To: Elders	Contact: frcapsearch@gmail.com

Role Summary

The associate pastor will help shepherd the flock of First Reformed Church through discipleship, ministry coordination, the faithful teaching of God's Word, and leadership development

Position Qualifications

Required:

- Demonstrates godly character and spiritual maturity, walking humbly with God
- Cultivates a deep and disciplined life of prayer
- Faithfully shepherds his family toward greater maturity in Christ (if applicable)
- Genuinely loves people and invests deeply in their lives
- Demonstrates strong administrative and organizational abilities
- Preaches and teaches God's Word with faithfulness, clarity, and conviction
- Works humbly and collaboratively with a variety of personalities
- Is ordained or ordainable in the [Alliance of Reformed Churches](#)
- Embraces biblical inerrancy, a Reformed theological perspective, the doctrines of grace, and a complementarian understanding of the roles of men and women in the church and home
- Affirms, or is willing to serve in joyful support of, the church's doctrine and practice of infant baptism

Preferred:

- Master of Divinity degree
- At least five years of pastoral or vocational ministry experience
- Experience leading small-group ministry

Job Description

***Note:** The following job description is intentionally flexible and may be adapted to fit the unique gifts, experience, and calling of the associate pastor

1. Ministry Coordination

- Providing leadership, coordination, and oversight for adult ministries, including small groups, men's ministry, and discipleship classes
- Recruiting and equipping volunteers for adult ministries
- Evaluating and selecting curriculum for the church's discipleship ministries
- Developing a pathway for welcoming and connecting visitors to the life of the church

2. Preaching and Teaching

- Preaching 7–10 times per year, with particular concentration during the summer months
- Teaching Sunday and/or Wednesday adult discipleship classes (shared with senior pastor)
- Teaching membership classes (shared with senior pastor)
- Leading annual deacon training

3. Discipleship and Leadership Training

- Leading a small group (meets twice per month)
- Discipling men individually and in groups
- Equipping and developing leaders for committees and ministries
- Helping members identify and employ their spiritual gifts

4. Pastoral Shepherding

- Interceding in prayer for the congregation
- Cultivating strong pastoral relationships with members
- Assisting the senior pastor with ministry responsibilities as needs arise
- Visiting the sick and elderly as part of a shared congregational care ministry
- Providing short-term pastoral counsel to individuals and couples during times of crisis
- Occasionally officiating weddings and funerals and administering the sacraments

About First Reformed Church

First Reformed Church is a close-knit congregation of about 200 people who seek to glorify God by making disciples in our community and among the nations. Located in the small rural village of Cedar Grove, WI, along the shores of Lake Michigan, we have been a fixture in the community since 1853. Our vision is to *live* for the glory of God, *love* God and others, and *look* outward to fulfill Christ's Great Commission.

After a difficult season that led to significant membership loss, the Lord used pastor Brad Bradford to restore unity, health, and vitality to the congregation from 2020–2026. With a new senior pastor and a committed team of elders, staff, and ministry leaders, we are entering a new season focused on deepening discipleship and expanding outreach to the community. Alongside weekly worship, key ministries include:

- **Discipleship Hour** – Sunday morning classes that provide biblical education for all ages
- **The Vine Youth Ministry** – a welcoming environment where youth can grow in their relationships with Christ and others
- **Grace Groups** – a recently established network of small groups that meet for Bible study, prayer, and fellowship
- **First Family Night** – a midweek gathering featuring a meal and classes for all ages
- **Trailer Ministry** – a mercy ministry that donates and delivers furniture and other household items to hundreds of families in need throughout the Milwaukee area
- **Little Shepherds Inn** – a community childcare ministry that serves over thirty families

To learn more about the church, please visit our website at www.firstreformedcq.com or contact our search committee at frcapsearch@gmail.com.

How to Apply

After prayerful consideration, please submit the following materials to frcapsearch@gmail.com:

- **Cover Letter** – Introduce yourself and describe your interest in the position, as well as how your experience, gifts, and convictions align with the role
- **Résumé** – Document your ministry experience, educational background, and contact information for 3–5 references
- **Preaching Samples** – Provide links to at least two recordings of you preaching or teaching God's Word