

POSITION DESCRIPTION-ASSOCIATE PASTOR

JOB TITLE: Associate Pastor
DEPARTMENT: Administration
WAGE CATEGORY: Exempt-Full-time
REPORT TO: Pastor
DATE ESTABLISHED: May 2001

JOB STATEMENT: The Associate Pastor is responsible for providing leadership in administration, proclamation and pastoral care as the Senior Pastor/church may require.

ESSENTIAL JOB FUNCTIONS:

1. Provide administrative leadership for the total church programs.
2. Lead or delegate the leadership of the congregational services; plan, coordinate, and evaluate congregational services.
3. Provide supervision to select members of the church staff according to the staff organization set forth in the church organizational chart.
4. Conduct funeral services and wedding ceremonies, as able, sharing and delegating to others on the staff responsibilities in this area.
5. Appoint committees as set forth by the Senior Pastor and other such special committees as the Senior Pastor may request or may deem advisable from time to time.
6. Assist the Senior Pastor in all areas of the Senior Pastor's work, as requested.
7. Lead the church in planning, conducting, and evaluating a comprehensive Christian Education plan for the church (Academy of Christian Education and Orientation).
8. Give general direction to the weekday operation of the church office.
9. Work with leaders of church ministries for regular meetings and special activities.
10. Plan and produce general church publicity and promotion materials.
11. Assist the Senior Pastor in planning worship services of the church.
12. Assist with planning and conducting special projects.
13. Work with ministry leaders, teachers, and appropriate staff members to resolve philosophical and procedural problems.
14. Guide the selection, enlistment, and training of workers.
15. Lead church staff in the Senior Pastor's absence.
16. Coordinate building maintenance, repairs, and general facility concerns.
17. Perform other duties as assigned.

JOB SPECIFICATIONS AND REQUIREMENTS:

1. Be called to the ministry by God and selected by the Senior Pastor.
2. Be an ordained minister.
3. Be able to effectively communicate the Senior Pastor's vision to the various constituencies of the church.
4. Be able to replicate the Senior Pastor's vision to the covenantor's/members.
5. Hold a minimum of a Bachelor's degree from an accredited college or university.