

ASSOCIATE PASTOR

The associate pastor shall serve as a right hand to the senior pastor and shall assist in carrying out the ministry of the church. The main responsibilities will involve assuming the pastoral role in senior pastor's absence; inreach through building relationships with members while ministering to their spiritual needs and obtaining help for their physical needs when needed; and outreach to assimilate newcomers and visitors into the body of the church.

Ministry Area/Department	General staff/administration
Position	Associate pastor
Accountable To	Senior pastor
Ministry Target	Church in general
Position Is	Paid staff
Position May Be Filled By	Church member (depending on the denomination)
Minimum Maturity Level	Solid, very mature Christian
Spiritual Gifts	Pastor/shepherd • Administration
Talents or Abilities Desired	Able to serve as a support person to the senior pastor • Experience in teaching/preaching • A desire to minister to people • Organizational skills • Some training in counseling is a plus.
Best Personality Traits	Dependable • Discreet • Friendly • Compassionate
Passion For	Supporting the senior pastor and ministering to people
Length of Service Commitment	Two years minimum

ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** forty hours a week, off on Saturday and one day during week, except for emergencies and special occasions
2. **Participating in meetings/training:** four hours a month

RESPONSIBILITIES/DUTIES

1. Participate in staff meetings.
2. Fill in when the senior pastor is ill or out of town.
 - a. Handle emergency situations.
 - b. Preach/teach/lead services.
3. Support the senior pastor in carrying out the ministry of the church; help as needed with administrative tasks, special projects and campaigns, teaching, etc.
4. Be heavily involved in outreach, visitation to church members, newcomers, visitors and handling special requests from members to visit loved ones they are concerned about.
5. Visit hospitalized members and follow up during their recovery.
6. Provide biblical counseling to church members regarding spiritual matters. Refer to professional counselor when necessary.
7. Be available to conduct funerals and weddings.
8. Pray, pray, pray for the senior pastor, other staff members, volunteer workers, members and the church as a whole.