

Associate Pastor Job Description

Job Title: Associate Pastor

Reports To: Senior Pastor

Position Status: Full-Time, Salaried

Purpose

The role of the Associate Pastor is to work in harmony with the Senior Pastor, have a firm grasp on the purpose, values and strategy of [Church Name] and align key leadership teams with its mission.

The Associate Pastor is the primary support person for the Senior Pastor and will work alongside clergy and lay ministers to carry out this mission as a member of a team assisting with outreach and missions duties, normally performed by an Outreach Pastor. This includes assisting with service planning and design, periodic speaking, coordination of outside speakers, marketing and advertising, and missions leadership and coordination.

Job Responsibilities and Duties:

1. Support the Senior Pastor in the overall vision casting and leadership of the church's teaching and weekend service planning, design and execution. Developing goals and objectives for the ministry area in line with the strategic plan.
2. Function as the manager of the annual sermon calendar, including maintaining a separate calendar used by the Teaching Team for long-range planning.
3. Upon receipt of completed manuscript, provide the Senior Pastor with feedback and improvement ideas prior to Sunday morning.
4. Assist in the creation of videos and/or other creative elements for Sunday morning production (original video ideas, movie and television clips, drama possibilities, testimonials, bumper content, etc.).
5. Serve as the primary person on stage for welcome, offering, communication and closing comments on Sunday mornings.
6. Communicate with and handle all outside speakers, including securing manuscripts, coordinating travel arrangements, requesting honorarium payments, etc.
7. Function as second/back up speaker to the Senior Pastor with an "emergency sermon" always at the ready.
8. Assist the Senior Pastor in the management of social media outlets and overall web presence as well as book writing and promotion.
9. Function as owner and champion of all external marketing activities maximizing attendance of special outreach focused events and key evangelistic sermon series.
10. Organize and lead the church's regional, national and international mission efforts including annual mission trips.
11. Perform other duties as assigned.

Job Skills and Requirements

This position requires a minimum of 5 to 7 years of experience as a staff member in a ministry leadership capacity. Possession of a Bachelor’s Degree in Biblical studies or related field is required. The successful individual will be a self-starter, not requiring a great deal of supervision, with a solid work ethic and willingness to do what it takes to get the job done. A working knowledge of Microsoft Office as well as the ability to research and use a multitude of information gathering resources is a must.

Evaluation and Compensation

The Associate Pastor will file monthly reports to the Senior Pastor and, when requested, to the Elders, on ministry accomplishments and activities. With the Senior Pastor’s participation, the Personnel Team will conduct annually a performance evaluation and review of a compensation package.

I have read and received a copy of my job description. I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow my job as outlined above, and that if I have any questions concerning what is expected of me, I will speak with my immediate supervisor identified above.

Employee

Date