

[Church Name]
Associate Pastor Job Description

Job Title: Associate Pastor

Reports To: Senior Pastor

Position Status: Full-Time, Salaried

Purpose:

The Associate Pastor supervises the ministerial staff, give attention to the administrative details related to programming and aids in al pastoral responsibilities as deemed necessary and/or appropriate by the Pastor.

Responsibilities:

- Assist the Pastor in the overall programming of the church, aid in special projects, and implement specific assignments by the Pastor related to general pastoral activities.
- Maintain clear channels of communication with the Pastor to inform the Pastor’s input, insight and affirmation related to plans and decisions.
- Meet regularly with the Pastor and ministerial staff for planning, evaluating and coordinating the ministries of the church.
- Supervise and assist the ministerial staff in planning, coordinating and implementing programs related to their areas of responsibility.
- Conduct semiannual reviews of performance based on program objectives and goals.
- Work with the Pastor and appropriate committees and other staff members in seeking needed new staff members.
- Work with the staff and congregation to achieve the objectives of the church.
- Work with appropriate groups to develop a comprehensive church calendar.
- Organize and oversee a visitation program to include inreach and outreach.
- Direct a program for new member and new Christians orientation.

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.

Signature [Associate Pastor]

Date

Revised: _____