

Associate Pastor

Job Description

OVERALL JOB DESCRIPTION: The Associate Pastor is to assist the senior pastor in caring for the needs and ministries of the adults at CFBC. This role will be for the purpose of helping the Senior Pastor and is under his oversight. The responsibilities include teaching the word of God, caring for and shepherding the flock, and overseeing the ministries of the Church. The Elder Board will have ultimate oversight of this position.

JOB RESPONSIBILITIES:

Preach and teach God's word-

- Work closely with the Senior Pastor in the development and implementation of the teaching ministry of the Church.
- Have a focus on expository preaching and teaching throughout the church ministries.
- Help preach on occasion.

Discipleship Ministry-

- Help the Senior Pastor develop all people in the church as disciples who are to be equipped to do the work of the ministry.
- Help the Senior Pastor develop and implement the vision for how to make disciples and help them grow.
- Oversee Growth Groups (organization, recruitment, training)
- Oversee Adult Sunday School (organization, recruitment, training)
- Oversee Men's Ministry (such as Men's breakfasts, Men's Bible Studies and Men's Retreat)
- Attend most church discipleship ministries and activities.

Administration-

- Oversee the Information Booth and greeters
- Oversee building usage
- Plan newcomer's potlucks

- Administrate elder's fund requests with the overseer of the elder's fund.

Care-

- Track and communicate with newcomers to help them assimilate into the Church community.
- Visit the sick and shut-ins in partnership with the senior pastor to assist them in their spiritual walk with God.

(In addition to these responsibilities are areas of need on a daily basis and new responsibilities in response to the growing of the church.)

HOURS:

- This position consists of approximately 40 hours a week of work.
- The salary for this position is \$55,000-65,000 per year depending on education and experience.
- 3 Weeks of PTO (paid time off) are included.

ELDER BOARD RESPONSIBILITY:

The Associate Pastor will be a member of the elder board ex officio, as long as he is in this position.

-GENERAL REQUIREMENTS:

- A born-again, committed follower of Jesus with a lifestyle and reputation of Christ-like faithfulness.
- A humble and sincere call to serve Christ's church.
- Must be able to meet the qualifications of an "overseer" found in 1 Timothy 3:1-7; Titus 1:5-9; 1 Peter 5:1-5.
- Be in agreement with the statement of faith, mission, vision and core values of the Church.
- Clear gifts in teaching God's word, and a capacity to communicate effectively.
- Discerning (able to make a tough call), while maintaining healthy relationships with peers as well as those being supervised.
- Ability to lift others up above yourself and to equip people to serve God and be released on their own.

- Lead, integrate and develop people of all spiritual walks of life.
- Display both situational and personal awareness of own Christian behavior.
- Be a “self-starter” and “team-player.”
- Theologically sound in commitment to Biblical authority.
- Shown a history of good relations with leadership of previous churches.

-EDUCATION AND EXPERIENCE REQUIREMENTS:

- Bible Education (Prefer a Bachelor’s Degree in Bible/Theology or greater).
- Time being trained or mentored in practical Church ministry (Preferred 6 months or greater).
- Church service in a teaching or administrative capacity (Preferred 6 months or greater).

-THE PROCESS:

- After deciding you would be a good fit to the job description, send us a resume.
- With the resume send a “**philosophy of discipleship**” highlighting how a church should go about making disciples.

-Please send resumés to Aidan Lorenz at natureguy9039@gmail.com.

- After the elders review your information, we will contact you with further instructions which may include filling out a questionnaire.
- The candidate the board of elders chooses will be put up for a vote by the congregation to extend the call.