



Job Description

Position: Associate Pastor

Classifications: Full Time

Job Summary

The Associate Pastor is responsible for coordinating the ministries of the church, particularly adult ministries and spiritual development, and assisting/supporting the Pastor in the leadership of the church.

Essential Functions

- Serve as primary liaison with ministry teams (Fellowship, Children, Youth, Homebound, etc.), assisting in the planning and coordination of the church's ministries
- Coordinate Bible study and Sunday school for all ages, as well as small groups (book clubs, supper clubs, etc.), ministry groups, fellowship events, etc.
- Oversee and manage all relevant budget items
- Lead educational and spiritual development classes/groups
- Assist in congregational pastoral care, including hospital/homebound visitations and counseling church members as needed
- Participate in worship planning and leadership, preaching 3-5 times a year
- Connect with newcomers to encourage involvement and membership, and help new members integrate into the life of the church
- Enlist, equip, encourage, and coordinate teams of volunteer leaders for the ministries of the church
- Coordinate and oversee ministries with families, children, and youth, working with the Pastor, Children's and Youth Ministry Director, Children's Ministry Team, Youth Ministry Team, and volunteers to develop and implement a comprehensive plan for these ministries (spiritual formation, service, fellowship, worship, etc.)
- Work with Pastor to ensure the church offers opportunities for all generations to worship, learn, and serve together
- Perform weddings, funerals, baptisms, etc. as requested and needed
- Perform the functions of the Pastor if/when the Pastor is absent



Other responsibilities/requirements

- Participate in weekly staff meetings and all church-wide events
- Support the Pastor in the overall vision and leadership of the church
- Represent AHBC in the community with integrity, sensitivity, and dignity
- Participate in continuing education and opportunities for spiritual growth
- Maintain healthy patterns and practices for physical, mental, emotional, social, and spiritual well-being
- Abide by all personnel, financial, and child protection policies
- Master of Divinity (or comparable degree)
- 3 years experience in church ministry
- Pass a criminal background check

Core Competencies

- *Strategic Management*: Identifies and prioritizes strategic objectives that are consistent with the vision of the church; creates effective action plans to carry out strategies; balances risk with desired outcomes
- *Motivating Others*: Creates a climate in which people want to do their best; can motivate many kinds of team or project members; empowers others; invites shared input and decision making; makes each individual feel that his/her work is important
- *Verbal Communication*: Is able to speak articulately and clearly in a variety of communication settings and styles; can get a spoken message across that has the desired effect; adjusts and fine-tunes communication in response to both verbal and non-verbal cues
- *Interpersonal relationships*: Relates well to all kinds of people, inside and outside of the congregation; builds appropriate rapport; builds effective and constructive relationships; uses diplomacy and tact and manages conflict effectively; is approachable

This job description is somewhat negotiable and not exhaustive.