

Associate Pastor Job Description:

PURPOSE:

To oversee the senior adult ministry and assist the pastor in the preaching and teaching duties and care ministry of the church.

RESPONSIBILITIES:

Maintain Personal Spiritual Walk

- *Provide church members and community with an example of authentic discipleship.
- *Maintain a consistent program of spiritual disciplines.
- *Maintain personal purity and witness for Christ.

Oversee The Senior Adult Ministry Team:

- *Oversee senior adult budget for events and trips.
- *Plan a calendar of events for senior adults that take into account their physical, social and spiritual well being and draw them closer to the Lord and each other.
- *Oversee sign ups, payments, reservations etc. for senior adult events.
- *Lead trips, programs and events for senior adults throughout the year.
- *Communicate upcoming events and programs with members (which may include articles in the newsletters, brochures, posters etc. as needed).

Help With Visitation and Care Ministry Of The Church:

- *Follow up with those who have visited our church and turned in a connect card.
- *Visit and encourage those who are sick and recovering in our congregation.
- *Regularly visit members who are in nursing homes, assisted living and homebound.
- *Comfort and encourage members who have lost immediate family members in death.

Share Teaching And Preaching Duties As Assigned By The Pastor:

- *Fill in preaching for pastor on Sunday Mornings and Sunday Evenings when needed.
- *Help with weddings, funerals and revivals when needed.
- *Coordinate Leadership for Wednesday Night Adult Bible Study (which may include utilizing lay leadership without compensation).

Support The Overall Purpose And Work Of The Church:

- *Work with church staff to carry out the programs and mission of the church.
- *Assist the pastor in services, office work and counseling when appropriate.
- *Other duties as assigned by the pastor

STATUS:

This position is part-time salary with no benefits. Office hours will be determined by the Personnel Committee and the Pastor.