

## **ROLE DESCRIPTION**

### **Associate Pastor**

**PURPOSE:** The Associate Pastor is responsible for overseeing spiritual formation practice, general pastoral care/duties, and supporting the Senior Pastor in preaching and teaching. This involves the oversight of several significant ministry areas: Christian formation classes, men's and women's ministry, counseling/care ministry, wedding ministry, prayer ministry, and membership.

#### **OBJECTIVES:**

1. Support the Senior Pastor in preaching and teaching.
2. Provide leadership to and develop adult discipleship at Alexandria Covenant Church.
3. Provide pastoral care, encouragement, and counseling.
4. Oversee the prayer ministry.
5. Oversee the wedding ministry.
6. Oversee the membership process.

#### **POSITION TITLE:**

Associate Pastor

#### **REQUIREMENTS:**

1. Be born-again and living a dedicated Christian life.
2. Possess spiritual gifts, along with the professional and educational background adequate for the position.
3. Be committed to the vision, mission, values, and ministry philosophy of Alexandria Covenant Church.
4. Be licensed or ordained or willing to pursue.
5. Be a member or actively pursuing membership at Alexandria Covenant Church.

#### **RESPONSIBILITIES:**

1. Participate regularly in Sunday worship services through prayer, announcements, dedications, baptisms, and the Lord's Supper.
2. Preach and teach God's Word periodically in Sunday morning worship services and other ministry settings.
3. Assist the Senior Pastor in administering the sacraments and officiating funerals when requested.
4. Provide care to the congregation through prayer, encouragement, counseling, visitation, and other means necessary.
5. Oversee development, promotion, and implementation of adult ministry programming (i.e. Classes & Com., C.R., Divorce Care, Grief Share, BSF men's & women's, Alpha, etc.)

6. Oversee the wedding ministry by implementing pre-marriage classes and training and collaborating with pastors and staff involved in the wedding process.
7. Supervise and direct the Wedding Coordinator position.
8. Lead the membership process by working with the membership team, implementing membership classes, and collaborating with the Director of Engagement on member involvement in the church.
9. Oversee the quality and content of the adult curriculum (i.e. Christian Education and adult discipleship – not including small group material) and the quality of the teaching.
10. Develop the prayer ministry and implement regular onramps for the congregation to engage in prayer and express prayer needs.
11. Oversee the development of the women's ministry and men's ministry teams (including leadership development) to ensure that effective ministry is being promoted and implemented.
12. Participate in weekly staff meetings and monthly leadership team meetings.
13. Be committed to ongoing personal and professional development that will enhance one's ability to lead well over time.
14. Develop and maintain ministry budgets for areas of oversight on an annual basis.

**AUTHORITY:**

1. The Associate Pastor will have the authority to perform duties in accordance with the job guidelines and under the direct supervision of the Senior Pastor.

**ACCOUNTABILITY:**

1. The Associate Pastor will be directly accountable to the Senior Pastor.

**STANDARDS FOR PERFORMANCE:**

1. The Associate Pastor should always conduct themselves in such a manner as set forth in the Word of God for a servant of God.
2. The Associate Pastor will accomplish their duties and responsibilities in a professional manner and should demonstrate, along with the fruit of the Spirit, excellence, integrity, loyalty, and maturity.

**EVALUATION:**

1. The Associate Pastor will be evaluated annually by the Senior Pastor based on ministry performance in accordance with their role description.