

LINDEN ALLIANCE CHURCH

Associate Pastor Job Description - 2024



LOVING GOD - LOVING PEOPLE

Job Title: Associate Pastor

Reports to: Lead Pastor

Position: Full Time - 40 hrs a week

Competencies/Qualifications:

- Growing in relationship with God and spiritually mature
- Heart for Ministry
- Works well in a team environment
- Creative
- Communication proficiency and people skills
- Self-organized/has good handle on time management and highly motivated
- Commitment to ongoing training and development
- Teachable
- High level of confidentiality
- Works efficiently and able to be pulled off task throughout the day
- Willingness to laugh

General Description: Major areas of responsibility

- **Next-Gen Ministries:**
 - Oversee, lead and develop leaders
 - Manage Safe Church Policies
 - Assist with recruiting leaders
 - Assist with planning of programs, choosing discipleship material
- **Worship Ministry:**
 - Support, encourage and give overall leadership to Worship leaders
 - Ensure all members are being cared for
 - Assist with scheduling of all worship team members, including: worship leaders, musicians, singers, tech operators, etc.
- **Work closely with Lead Pastor in:**
 - Developing a team leadership style between all staff and volunteers
 - Preaching approximately 1x a month
 - Congregational Care
 - Internships/ Summer Students
 - Ongoing leadership development
- **Administration:**
 - Give assistance to Lead Pastor and Office Admin with general office duties, including but not limited to, announcement design, e-bulletin, social media posts.

Miscellaneous:

- 3 Weeks of vacation per calendar year
- We encourage to limit ministry to maximum of 3 evenings/week
- Seek to ensure 2 days off per week - with one being counted as a Sabbath (true rest day) - seeking to ensure a healthy balance of life, work, family and ministry
- Shall establish regular office hours and if not in the office - will leave word as to when they may return with either office admin or lead pastor.
- Accountable to the Lead Pastor - but both are expected to work closely together towards a team leadership - with both sharing vision, direction, plans and programs with each other
- Seek to oversee and manage any areas of church finance in wise and appropriate manner - keeping adequate records and seeking to always work within in the budget parameters
- Responsible to lay out plan for personal ministry growth including:
 - o Carry out denominational requirements for education
 - o Read books, watch videos, take in seminars that deepen one's growth personally, and in ministry
 - o Willing to attend Prayer Retreat, General Assembly, District Conference, etc when possible (pending church finances)

This job description may flex and change as circumstances change and depending upon the person being hired. Successful applicants will thrive in a church office setting that changes week to week with the amount of visitors coming through the doors, and amount of time able to complete tasks given.

If you are excited about an opportunity to work with Linden Alliance Church in this position, please send your resume along with a cover letter and references to office@lindenalliance.com