

TITLE: ASSOCIATE PASTOR
REPORTS TO: Elder Board
PAYROLL STATUS: Salaried, Exempt
COMPENSATION: Determined by Church Council, confirmed by the congregation
HOURS: Minimum 40 hours per week, not to exceed 55 hours

POSITION SUMMARY

To provide ministry leadership, developing ministries and persons to serve in those ministries as we seek to faithfully carry out the Great Commission.

Core Responsibilities:

Ministry Development: The Associate Pastor (AP) will be a ministry enabler. His primary role will be (1) to develop sustainable ministry teams and (2) to develop ministers from appropriately-gifted people in the congregation.

- **Leadership Development:** The AP will be responsible for identifying and growing Christian leaders from the congregation. His primary responsibility will be with adults. The AP will also regularly and intentionally encourage those who lead children's ministry and youth ministry.
- **Developing Small Group Ministry:** The AP will be responsible for identifying and developing small group leaders, and for helping the group leaders run effective small groups that enable members to grow as disciples.
- **Assimilation/Retention:** The AP will develop a ministry team that (1) helps welcome newcomers and find ways for them to connect to and serve in the congregation; and (2) maintains contact with all people who call PLBC their church home.
- **Visitation:** The AP will be responsible for developing a visitation ministry that supplements the visitation ministry of the pastors.
- **Volunteer Coordination:** The AP will serve as a general volunteer coordinator for church ministries and activities. This may involve recruitment and/or training people for one-time or continuing opportunities.
- **Administration:** The AP will help to coordinate the activities of the church. In his role as ministry enabler and coordinator, he will watch for and take advantage of opportunities to help ministries and people use their time, talents and treasures wisely and effectively.

Other Pastoral Work: The AP will preach, teach, counsel and perform other pastoral acts as determined in conjunction with the elder board.

Working Relationships:

- Reports to the Elder Board (which includes the senior pastor) who can be expected to provide encouragement and guidance.
- Serves as a member of a mutually supportive team with other PLBC staff.
- Works with staff and volunteers in a respectful and encouraging manner.
- Maintains openness and respect with those who minister to intentionally foster a sense of unity in the mission and values of PLBC.

Qualifications:

He shall possess a solid understanding and appreciation for the Gospel of Jesus Christ that is reflected in his own experience in living as one who knows the power of the cross on a personal level.

In the area of character, he shall bear witness in testimony and life to the reality that God is at work in his life, evidenced by characteristics noted in Scripture as appropriate for leadership (1 Timothy 3, Titus 1). These characteristics would include integrity in family life, a positive testimony in the church and community, freedom from vices that would hinder his ministry, maturity in the faith, humility, and a genuine love for the Lord and His people.

Of the spiritual gifts mentioned in Scripture (Romans 12, 1 Corinthians 12), those most applicable would include helps, teaching, encouraging, leading, and administration.

In the area of giftedness and abilities, this position will require a sincere desire to find joy in setting up others for successful ministry. This will require approachability, skillful listening, creativity, diligence in following through, energy, flexibility, self-motivation, organizational and managerial skill.

Education and Theological Perspective:

This position requires sufficient education in the areas of theology and leadership to prepare the AP to serve effectively in directing the ministries of the congregation. To that end:

- A Master of Divinity degree (preferably from the Lutheran Brethren Seminary) is required.
- Knowledge of and agreement with the doctrinal beliefs of the Church of the Lutheran Brethren and agreement with the constitution of Pilgrim Lutheran Brethren Church is also required.
- Ordination, or licensure with the intent to pursue ordination, in the Church of the Lutheran Brethren is required.

Updated December 13, 2016