

<p style="text-align:center">CHURCH AT CARBONDALE JOB DESCRIPTION - ASSOCIATE PASTOR OF MINISTRIES CHARLEY HILL</p>
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1. Job Overview

The job of the Associate Pastor is to strategize, oversee and manage the ministry efforts of the Church at Carbondale and the Church staff, to insure a balanced, healthy, purpose driven church.

2. Job Description

The foundational role of the Associate Pastor is to support the Senior Pastor and Elder Board in leading and teaching the congregation according to the precepts of Holy Scripture, holding true to the church's Statements of Faith, Purpose, Vision and Mission, while honoring its history and preparing for its future.

Much of the Associate Pastor's job description involves his 'being'; his spiritual life, character, carriage, demeanor, study and attitude, which represent Christ and His church. This takes constant effort through personal time and retreats devoted to: prayer, scriptural study, reading, professional growth, education, training and personal fellowship with the congregation. He must also insure he is working according to his God-given SHAPE*.

The Associate Pastor's job description requires performance as outlined below.

- *The Associate Pastor shall be a mature, tried and true Christian. He shall conform to the scriptural standards for ministry as recorded in 1 Tim. 3:2-7; Titus 1:6-9; 1 Peter 5:2-3.*
- *The Associate Pastor shall minister unto the Lord in regular private and public worship and praise. He shall give himself to the ministry of the Word and prayer (Acts 6:4) and walk uprightly before the Lord in his personal life. He shall seek the mind of God.*
- *The Associate Pastor shall be an active member of the Board of Elders.*
- *The Associate Pastor shall be accountable, ultimately, to Jesus Christ, head of the church, and to the Board of Elders, insuring that the bi-laws are honored and followed.*
- *The Associate Pastor shall provide oversight to the Deacons and Ministry Leaders, empowering all those in Ministry in the church.*
- *The Associate Pastor shall supervise the Church Office and Staff, insuring efficient operation, productivity and alignment with the agreed Purpose, Vision and Mission of the Church at Carbondale.*

- *The Associate Pastor shall teach and preach on a regular basis.*
- *When the Senior Pastor is temporarily absent, the Associate Pastor shall assume the Senior Pastor's role and responsibilities.*

This is a full-time position. The Associate Pastor of Ministries shall (on average) spend a minimum of 40 hours per week performing the duties detailed within this position description.

3. Job Performance Requirements

Under his direction and supervision, the following must occur:

- *Strategic Leadership of all Ministries** within the Church at Carbondale, including:*
 - *Development and leadership of Ministry Leaders, including Deacons in the church.*
 - *Delegation of responsibility and authority to Ministry Leaders.*
 - *Oversight of Ministries, insuring they are properly equipped, resourced and led.*
 - *Alignment of Ministries and Staff operations to our Purpose, Vision and Mission.*
- *Oversight of Building & Use, Building & Grounds, and other Committees.*
- *Preach and Teach regularly, as appropriate.*
- *Nourishment of the spiritual well-being of reporting Staff and Ministry Leadership.*
- *Proper supervision of Office Staff and Ministry Staff.*
- *Report to the Senior Pastor and Elder Board on staff and ministry activities.****
- *Personal retreat time: 3 weeks in addition to vacation entitlement.*

* SHAPE – Spiritual Gifts, Heart, Abilities, Personality and Experiences that define and direct the Associate Pastor's unique God-given mission.

** Ministries are organized activities of the church body involving volunteers.

*** Reporting level and detail to be defined and agreed with the Elder board.

4. Job Performance Appraisal

The Associate Pastor's performance will be appraised annually by the Elder board. Performance standards and appraisal procedures are to be defined.

5. Amendments

The Associate Pastor's job description will be reviewed and updated annually.