



**Job Title:** Associate Pastor

**Reports to:** Senior Pastor

**Salary:** DOE (Minimum starting amount \$37k)

**Hours:** 1.0 FTE

**Job Description:** The Associate Pastor will be responsible for assisting the Senior Pastor in carrying out the mission of the church. Essential responsibilities will range from pastoral duties to administrative/technology tasks. The Associate Pastor will partner with the Senior Pastor to foster a loving, caring culture among church staff and volunteers, casting a vision to create everlasting change in the church body and community. Through regular meetings and mentorship, the associate pastor will be empowered to pursue ministry passions and giftings in alignment with WFMC's mission.

**Essential Responsibilities:**

- Participate in weekly meetings with Senior Pastor to clarify vision, goals, and strategies
- Partner with the Senior Pastor to pray, dream, and execute God's vision for WFMC
- Work closely with the Senior Pastor to maintain a deep understanding of the strengths, weaknesses, and needs of the church body in order to best serve its members
- Attend additional staff/volunteer meetings as determined by the Senior Pastor
- Assist with funerals, weddings, and special events as needed
- Serve as a leader for various ministry teams in order to empower volunteers to set and accomplish goals
- Provide technical support for ministry teams including the worship team on Sunday mornings
- Invest in staff and volunteers by recruiting and training volunteers and conducting performance evaluations as needed.
- Manage the maintenance and purchasing of church curriculum, materials, and software/technology subscriptions

- Maintain working knowledge of best practices to improve church technology and software as needed
- Participate in speaking and/or teaching opportunities as discussed with Senior Pastor
- Create weekly church communication including newsletters, phone calls, emails, social media, and announcement material
- Participate with Senior Pastor and worship team to plan Sunday services
- Complete weekly accountability form and time sheet
- Participate in annual performance review by Senior Pastor and church leadership team
- Participate in general pastoral care\* of the church body (weddings, funerals, baptisms, hospital visitations, preaching, teaching, discipleship, training, etc)

*\*Pastoral care responsibilities do not always happen at convenient times. Efforts will be made to minimize inconvenience to the associate pastor's schedule or personal time, but applicant should be prepared for spontaneous schedule changes while maintaining a cooperative spirit and attitude. A Pastoral staff position mandates that one must be open to change and shifting of responsibilities as growth and ministry develops. One must be willing to take on expanded or modified roles as circumstances require and be able to recognize that ministry requires flexibility related to workload, hours, and responsibilities.*

-The position of Associate Pastor has a varied work schedule of a minimum 40-45 hours per week, including Sundays and church-related events. This schedule will be set and monitored by the Senior Pastor and will include evening and weekend hours. In general, all hours can be expected to be worked at the church with a normal workweek as follows:

Monday - Thursday 9am-5pm

Sunday 7:30am -12:30pm

(Additional work outside of this schedule will occur. The Senior Pastor will work with the hire for slight adjustments to the work week as needed.)

**Required Qualifications:**

- Comprehensive knowledge of the Bible as well as Free Methodist teaching and theology
- A desire to continue to grow in knowledge of the Bible and in a personal relationship with Jesus Christ
- High moral integrity and confident leadership
- Hardworking, trustworthy, and an eagerness to accept constructive criticism
- Highly motivated to learn new skills and able to self-teach
- Excellent interpersonal skills and an ability to lead and manage a wide variety of people
- Ability to cast and carry out a vision creating an elite work environment for church staff and volunteers
- Demonstrates a passion to follow God's leading by creatively pursuing new opportunities in a growing church
- Models an energetic passion for life and ministry
- Proficiency with the following software and technology: Planning Center, ProPresenter, Adobe, RightNow Media, Squarespace, Mail Chimp, AVL, video editing, and social media
- Ability to create and manage a budget in multiple ministry areas
- Excellent organizational skills and attention to detail
- Highly effective written and verbal communication skills
- Ability to think critically to problem solve
- Ability to identify and foster strengths of church volunteers to maximize giftings and promote member connection