

**Job Title:** Associate Pastor (AP)  
**Status:** Full-Time, Exempt  
**Reports to:** Lead Pastor  
**Supervises:** Director of Communication; Children's & Youth Staff

### **Purpose**

The associate pastor, in a collegial and mutually supportive relationship with the lead pastor, assists in helping Grace Church live out her mission. It is expected that the AP assists in all pastoral responsibilities as needed and able while focusing primarily on his/her specific responsibilities.

While discipleship and empowerment are the primary emphases of the AP, Grace Church will build the full position description based on the AP's gifts, experience, and passion.

### **Essential Responsibilities**

- **Model service** (after the example of Jesus) in every way – to all in the Grace Church family, the staff, and those who come to Grace needing our care and ministry. We have been fundamentally influenced by Peter Scazzero's, *Emotionally Healthy Spirituality*, embodying sustainable life-giving rhythms, practices and relationships.
- **Discipling and Equipping**  
Grace Church's vision is ***we equip disciples to go and be the Light of Christ in all the world.***  
The AP will bear primary responsibility for the *Equipping Disciples* part.
  1. cast the vision for Wesleyan, Jesus-like discipleship
  2. create and maintain an effective discipleship approach to help all Grow in G.R.A.C.E.
    - G - Generous Lifestyle - *How am I giving my life away?*
    - R - Remain in love with Jesus - *What is God teaching me?*
    - A - Anchored in Scripture - *How is Scripture currently shaping me?*
    - C - Connected relationships - *Who is my small group?*
    - E - Expanding our Impact - *How am I impacting those in my influence?*
  - a. develop, oversee, and support life groups, recovery groups, and other small group ministries where needed
  - b. plan classes for adults throughout the year, recruit and support teachers
  - c. teach classes as much as is practical and desirable
  - d. design, schedule and present retreats, conferences, and other special events for women, men, and families throughout the year
  - e. support and guide men and women's ministry teams
  - f. empower adult disciples into service and witness and evangelism
- 3. consult with children's and youth staff for whole life discipleship approach
- 4. lead and oversee membership process to prepare persons for membership

- **Pastoral Support**
  - **Preaching** – on regular frequency as agreed in consultation with lead pastor
  - **Teaching** (see above under Discipling)
  - **Leading worship** – as agreed in consultation with lead pastor
  - **Weddings and funerals**
    1. AP will officiate weddings as requested
    2. AP will conduct funeral services as requested
  - **Counseling** – as requested
  
- **Oversee and supervise Children and Youth Staff as well as the Communications Director**

**Gift Based Options** – we will curve the job description around one of these options

- **Pastoral care – for those with these gifts**
  - Provide the primary care for those in hospitals, nursing homes, etc. and crisis calls
  - Develop and shepherd a pastoral care team
  - Call on members as needed and appropriate
  - Pastoral families through life’s vulnerable moments.
  
- **Administration – for those with executive pastor gifts**
  - Lead the administrative teams (all except Church Council), and staff in a way that empowers the church to live out her mission and work toward the unique goals established by Church Council. If this path fits, the Lead Pastor will curve his primary responsibilities more toward discipleship.

### **Accountability**

The staff person will report to and work in coordination with the lead pastor. If licensed or ordained with the Global Methodist Church, the AP will also do a review with the SPR.

### **Compensation/Hours**

This is a salaried position; compensation negotiated based on experience, duties, and qualifications. Vacation, holiday, and sick time will be provided as per the current personnel policy and/or the denominational standards.