

Associate Pastor – Job Description

I. Administrative Responsibilities

- a. Oversee the Community Connection program.
 - i. Identify community service projects and encourage congregational members to participate in those projects.
- b. Ministry Opportunities
 - i. Work with the ministry coordinator to develop communication strategies that encourage membership participation in ministries at Cottonwood Church.
 - ii. Connect with new members and share ministry opportunities.
 - iii. Reach out to congregational members to identify ministry opportunities where they might be interested in serving.
- c. Work with the senior pastor to establish and maintain a congregational Welcome Team.
 - i. Recruit members to follow up with guests.
 - ii. Conduct training with members on effective strategies for welcoming guests and frequent visitors.
- d. Communication Management
 - i. Serve as the point of contact for church-wide emails.
 - ii. Help with Cottonwood's social media presence.
- e. Attend Council, Elder, assigned committee and staff meetings.

II. Worship Responsibilities

- a. Serve as preaching pastor for approximately 25% of worship services, and during special services upon request of the senior pastor.
- b. Share in the leading of the sacraments, as well as weddings and funerals.
- c. Develop a prayer ministry.

III. Congregational Life Responsibilities

- a. Oversee the WeCare program.
 - i. Work with the calling pastor to schedule senior and shut-in visits.
 - ii. Work with shepherding elders to oversee their districts.
 - iii. Assist the senior pastor in hospital calls and crisis care.
 - iv. Maintain the WeCare online records.
- b. Develop programs that seek to foster cross-generational ministry opportunities.
- c. Develop leaders for ministry

IV. Educational Responsibilities

- a. Serve as a member of the Education Committee.
- b. Small Groups.
 - i. Encourage membership participation in small groups.
 - ii. Develop resource materials for use by small groups.
- c. Discipleship ministries: Work with the Education Committee, and the church administrator.
 - i. Encourage membership participation in discipleship ministries.

- ii. Identify mentorship programs for use by members who wish to lead/attend discipleship opportunities.

V. Reporting

- a. Responsible to senior pastor.
- b. Report monthly to council.
- c. Performance will be reviewed after 90 days, 6 months, and from that point annually by the Executive Committee.

VI. Qualifications

- a. Possess and demonstrate a passionate relationship with Jesus Christ.
- b. Ordained or a candidate for ordination.
 - i. Proven commitment to the Christian faith and Reformed confessions.
 - ii. Proven understanding of the Bible and Biblical principles.
- c. Become a member of Cottonwood Church within 6 months of taking position.