

## Centerville Christian Church Job Description for Associate Minister

### Purpose:

The Associate Minister will assist the Senior Pastor in pastoral duties as well as direct the discipleship-oriented ministries of Centerville Christian Church. He will also oversee all discipleship ministries from ages 12 and up and give pastoral leadership to families. He will assist the Outreach & Engagement Coordinator in leading attenders and partners toward active participation in the body of Christ and with associated programming. He will give special attention to shepherding ministries, life groups, and other adult Bible study opportunities. He will serve other ministries as needs and interests arise. He will seek in his philosophy of ministry to heed the greatest commandment: to love God people with head (mind), heart, and hands (strength).

### Reporting Relationship:

The Associate Minister reports to the Senior Pastor.

### Qualifications:

1. Must share the ministry vision and values as set by the Senior Pastor and elders.
2. Must be committed to the **core values** of CCC staff which include:

#### **Servanthood:**

- Must set an example of service by consistently serving others.
- Must engage in church-wide community service opportunities.
- Must be committed to placing the needs of the team (church staff and volunteer staff) ahead of himself.
- Must be committed to cultivating team ministry and equipping volunteers to serve.

#### **Community:**

- Must demonstrate leadership, effective people skills and a consistent desire and ability to train and empower others to minister.
- Must be a real team player who thrives on interaction and works well with others.
- Must be committed to lifelong learning as he seeks to be an expert in his field. This includes but is not limited to regularly reading materials related to his role as well as conferences at least once every two years.

#### **Involvement:**

- Must engage in church-wide community service opportunities.
- Must be consistently present in regular CCC worship, fellowship, and study opportunities.
- Must lead by example in doing the things he asks others to do.

#### **Integrity:**

- Must set an example by managing his own household well, loving his wife (if applicable) as Christ loved the church, and bringing his children up (if applicable) in the nurture and admonition of the Lord.
- Must be above reproach in his dealings with the community.
- Must not be motivated by any desire for personal glory or status.
- Must demonstrate transparency, integrity, consistency, and truth in his teaching/preaching.

## **Growth:**

- Must diligently seek a vital and growing personal relationship with the Lord. He will develop character by being committed to being a student of Scripture, a man of prayer, and pursuer of righteousness as a man of integrity.
- Must be continually pursuing personal growth in Christ and exercise of personal gifts and abilities.
- Must be committed to life-long learning as he seeks to be an expert in his field. This will include, but is not limited to, regularly reading materials related to his role as well as conferences at least once every two years.

## **Specific responsibilities:**

1. Develop, promote and coordinate a balanced program of activities and discipleship **ministry to students** (grades 6-12).
  - Recruit and train volunteers to lead **outreach** programs, activities, and events.
  - Work with the Outreach & Engagement Coordinator to recruit and train volunteers to lead **spiritual growth** programs, activities and events that include opportunities for students to worship, fellowship with each other, engage in Christian service and outreach, and learn Bible truths and apply them to their lives.
  - Offer and promote support and training for ministry leaders.
  - Connect students with older, godly mentors whom you are equipping.
  - Build your team with consistent training and equipping.
  - Duplicate yourself by training key leaders.
2. Build and maintain **Relationships** with those inside the church family as well as those on the periphery.
  - Meet regularly with families from the church.
  - Seek out opportunities for interaction with unchurched prospects (examples include LifeWise and Well 4:14)
  - Seek out opportunities to be visible and actively involved in the lives of both church and unchurched individuals in the community.
3. Develop and maintain all **Discipleship** ministries.
  - Work closely with the Senior Pastor in the direction and teaching of Starting Points and Next Steps classes, as well as any other elective classes or groups.
  - Help develop, under the supervision of the Senior Pastor, a clear and easy-to-understand plan for Spiritual growth in the partners of CCC.
  - Oversee all life groups, specialty groups, and Bible study classes.
  - Oversee the utilization and promotion of RightNow Media.
  - Regularly provide relevant curriculum and direction where needed for all CCC teachers and life group leaders.
  - Update and maintain CCC ministry flow chart.
  - Oversee and direct IT person in the maintenance of church database of members, teachers, shepherds, and shepherd groups.
  - Provide teaching via a life group and when needed as a fill-in teacher for classes/groups.

4. Assist in oversight of **Pastoral** ministries.

- Preach 6-10 times per year.
- Provide oversight and support of shepherding ministries and assist volunteer shepherding leader(s) as needed. This includes the following efforts:
  - Serve shepherds by shepherding them as their shepherd.
  - Be available for counseling.
  - Be available for hospital, visitation, and nursing home calls.
  - Be available for weddings and funerals.
  - Communicate prayer needs to relevant shepherds.

5. Assist in **Administration** duties.

- Participate in and assist with leading weekly staff planning meetings.
- Meet regularly with the Senior Pastor for planning and strategy.
- Set and maintain Discipleship and Student ministry budgets.

**Note:** Having a working knowledge of any of the following digital resources is a plus:

- Simple In/Out
- Elexio (and associated check-in stations)
- Slack
- “My Church” app
- MacOS and related software

(This list is not intended, and should not be construed, to be an exhaustive list of all responsibilities, skills, efforts, or working conditions associated with this position. It is intended to be an accurate reflection of the principal job elements essential for the Associate Minister at CCC. Changes should be anticipated as the pastoral team adjusts to better optimize the team’s skills and to meet the changing needs of the CCC family. When such changes occur, they will be communicated and negotiated fairly)