

# FIRST CHRISTIAN REFORMED CHURCH

RIPON, CALIFORNIA

## Associate Pastor

Job Description

### VISION

The Associate Pastor will be an ordained Minister of Word and Sacrament, will be an integral part of the pastoral staff of First CRC, helping “build a community of people who love Jesus passionately and serve others joyfully” by using his gifts to regularly teach, preach (when needed) and develop needed areas of ministry (Children’s Ministry and Assimilation Ministry, currently).

### SUPERVISION

The Associate Pastor is accountable to the Elders and under the direct supervision of the Senior Pastor. In case of differences needing resolution, the advice of the Personnel Committee will be sought and the Elders will have the final say in any conflict. The Associate Pastor will follow First CRC’s “Staff Ministry Guidelines”.

Monthly written progress reports are to be made to the Elders summarizing the work performed and progress toward planned ministry services.

The Executive Committee is responsible to review the work of this position as part of the annual performance review.

### QUALIFICATIONS

1. Masters of Divinity Degree required
2. Ordained or Candidate for Ordination in a Reformed Denomination
3. Meet the spiritual and character qualifications of elder as found in 1 Timothy 3:1-7 and Titus 1:6-9 and to exhibit the fruit of the Spirit as found in Galatians 5:22. He should be wise, discerning, decisive, sensitive, tender and firm. He should be a man of prayer and a man of the Word. He should devote himself to daily prayer and Bible reading for the sake of guarding himself from sin and stirring up his heart and mind to renewed passion for Christ and should lead his family (if applicable) in regular times in the Word and prayer
4. Have a good grasp and hearty endorsement of the biblical and theological orientation of the Elders of First CRC
5. Demonstrate passion to see the church of Jesus Christ be taught the whole counsel of God, so that they might grow in the grace and knowledge of our Lord and Savior, Jesus Christ
6. Be an excellent communicator and effective Biblical teacher/preacher
7. Will be relational, having a heart to care for people, not just manage systems.
8. Organized and self-starter
9. Technologically competent
10. Able to work with a wide age range of members
11. Have leadership abilities as a member of a team and work independently in the development of agreed upon vision and goals
12. Be or become a member of First CRC

## MINISTRY RESPONSIBILITIES

The responsibilities of the Associate Pastor include, but are not necessarily limited to, the general and specific duties outlined below:

1. Children's Ministry (40% of time)
  - Possess a passion for Children's Ministry and to see families grow in their faith together
  - Provide vision, strategy and development for all Children's Ministries (birth-6<sup>th</sup> grade)
  - Recruit, train and direct all Children's Ministries and Nursery volunteers
  - Develop and maintain safe, clean, aesthetic early childhood learning environments
  - Oversee check-in procedures and tracking of weekly attendance
  - Plan and oversee special events such as VBS, Community Faire, etc.
  
2. Assimilation Ministry (35% of time)
  - Develop and implement a systematic process to guide people from being a first time visitor to becoming an active member who is joyfully using his/her gifts
  - Coordinating with Life Group ministry volunteers to provide natural path to direct newcomers to becoming healthy members of a small group
  - Leading, recruiting and equipping guest service volunteers (greeters, ushers, coffee, etc.) in providing a warm and welcoming environment for new visitors
  - Ensuring that information area signage and key areas are clear, current and sensitive to new people
  - Regularly teach classes on Sunday and/or Wednesday nights
  
3. Preaching Ministry (25% of time)
  - Be part of the teaching team with the Senior Pastor, partnering with him to instruct and build up the body of Christ, equipping them with the whole counsel of the Word of God
  - Lead two worship services each month as well as other services in the Senior Pastor's absence
  - Sharing Pastoral care with the Senior Pastor in weddings, funerals, visitations, etc.
  - Develop vision and goals with Senior Pastor, Elders and Deacons
  - Attend monthly meetings with Elders and Council and other meetings as necessary
  - Attend ministry staff meetings and be an effective member of the Pastoral staff team
  - Be willing to transition some roles and responsibilities to or from other staff members as time, need and gifts allow