

Gurnee Community Church
ASSOCIATE PASTOR Job Description

Approved by Church Council - October 19, 2009

The Associate Pastor (AP) is accountable to Christ and the Church Universal and works in collaboration with the Senior Pastor and the overall leadership of the Church. The AP is called by the congregation and works under the general guidance of the Elders who provide spiritual support, nurture and encouragement, and under the specific supervision and direction of the Senior Pastor. The AP is expected to maintain appropriate relationships with his/her ordination organization, as necessary.

The primary responsibilities of the AP are twofold. The first is to share in providing spiritual leadership and Biblical instruction to help believers mature, equipping them to be true “ministers” in the body. The second is to share in providing strategic leadership and administrative direction to staff, lay leaders and the congregation. This would include a recognition that God has uniquely called Gurnee Community Church to pursue certain Key Purposes as adopted by the congregation and as guided by the Holy Spirit.

Primary Responsibilities

Spiritual Leadership and Guidance - As called by the Lord and in collaboration with the Senior Pastor, the AP will provide spiritual guidance and direction as follows:

- **Direct Reporting Staff** (aligned with supervisory responsibilities, see below):
 - Monitor and ensure their growth as Christians and as staff members
 - Monitor and ensure that their individual ministry leadership is consistent with sound Biblical teachings and the Key Purposes of Gurnee Community Church

- **Lay Leaders**, especially (but not limited) to the Board of Christian Education, the Board of Mission and Outreach, Adult Education Ministry Team, and the Small Group Ministry Team:
 - Train in Biblical principles and Church leadership, so that they may train others
 - Monitor and ensure their growth as Christians and as ministry leaders
 - Motivate and encourage, as necessary

- **Congregation**
 - Provide advice and counsel to the congregation on spiritual and personal matters
 - Provide pastoral care to the bereaved, including the preparation and conducting of funeral services
 - Provide pastoral care to those who are sick, hospitalized or shut-in, according to current system as established by the Senior Pastor and Board of Elders.
 - Provide premarital counseling and instruction; Officiate at weddings
 - Provide pre-baptismal/dedication counseling and instruction

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Biblical Instruction – As called by the Lord and in collaboration with the Senior Pastor, the AP will provide Biblical instruction as follows:

- **Worship Services** - In cooperation with the Senior Pastor and Director of Worship Arts, the AP shall participate as necessary in the leadership of worship services, including the Welcome, Announcements, Pastoral Prayer, and the administering of the Sacraments of Baptism and Communion.
- **Sermons** - The AP will be responsible to prepare and deliver sermons of sound Biblical instruction and exhortation at worship services approximately 20% of the time (approximately once every 5 weeks).
- **Teaching** – The AP will provide biblical teaching as necessary for classes, studies and/or groups.

Strategic Leadership and Administrative Direction – As called by the Lord and in collaboration with the Senior Pastor, the AP will provide strategic leadership and administrative direction as follows:

- **The Board of Elders** - The AP serves as an ex-officio member of the Board of Elders. With the exception of their specific responsibility of providing accountability and direction to the Senior Pastor, the AP serves as part of this plurality of leadership called to provide spiritual direction for this Church.
- **Supervision of Church Staff** - The AP shall be the supervisor of the Director(s) of Children's Ministry and the Director(s) of Youth Ministry.
 - Provide overall ministry direction and coordination
 - Work with the staff member to develop personal and ministry goals
 - Monitor performance and provide necessary feedback, including but not limited to an annual written review.
- **Discipleship Ministries** (The Faith Journey Roadmap) – Under the direction of the Senior Pastor the AP shall provide strategic leadership for the Church's overall strategy for discipleship (The Faith Journey Roadmap), and for select key ministries that are directly related to it, in order to prepare God's people for works of service (Ephesians 4:12). This specifically includes providing strategic leadership for:
 - **Adult Education** and the Adult Education Ministry Team
 - **Small Groups / Spiritual Relationships** and the Small Group Ministry Team
 - **Children and Youth Ministries**, by way of the AP's role as supervisor of the Directors of those ministries.
 - **Adult Serving & Outreach Opportunities** inside and outside of the Church, in cooperation with the Board of Missions and Outreach and various other boards.

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Additional Responsibilities

- As a student, the AP will continue the studies needed for spiritual and professional growth and fulfillment which should include those which deal with current developments in theology, biblical studies, pastoral care, discipleship, leadership and other skills required to perform pastoral duties.

Evaluation and Reporting Structure - General guidance by way of spiritual support, nurture and encouragement will be given by the Board of Elders. Specific supervision and direction are by the Senior Pastor. An annual evaluation process will be completed by the Senior Pastor with input from the Board of Elders.

Qualifications

- **Education** - A person who has a Master of Divinity degree (or equivalent) from an accredited seminary.
- **Ordination** - A person who is ordained or is a candidate for ordination by an ecclesiastical body which is of a theology and practice consistent with that of Gurnee Community Church.
- **Theology** - An individual who, believing in the authority of Scripture and the centrality of Christ in salvation, subscribes to the Faith statements of Gurnee Community Church and embraces all aspects of the ministry of Christ's Church including the administering of the Sacraments of Communion and infant Baptism.
- **Experience** - A person who has spiritual fruit-bearing experience in Discipleship Ministries, Biblical Teaching, Spiritual Leadership, Preaching, Pastoral Care as well as experience supervising church staff members.
- **Personal** - An individual who, as a disciple of Jesus Christ, personifies a life style reflecting Christian moral and ethical standards.

Review of this Job Description - This job description provides a general outline of job responsibilities. It should be understood that this job description is a dynamic document and as the Holy Spirit leads it may be beneficial to amend this job description to better accomplish God's design for Gurnee Community Church and the role the AP plays in accomplishing that vision. To that end, this job description will be reviewed annually by the AP, the Senior Pastor, and the Board of Elders.