

**Associate Pastor
Community Country Church**

The associate pastor shall serve as a right hand to the senior pastor and shall assist in carrying out the ministry of the church. The main responsibilities will involve assuming the pastoral role in senior pastor's absence, through building relationships with members while ministering to their spiritual needs and obtaining help for their physical needs when needed. This will include assimilating newcomers and visitors into the body of the church.

Ministry Area/Department	General staff/administration
Position	Associate pastor
Accountable To	Senior pastor
Ministry Target	Church in general
Position Is	Full-time Paid Staff
Position May Be Filled by	Church Member
Minimum Maturity Level	Solid, very mature Christian
Spiritual Gifts	Pastor/Shepherd-Administration
Talents or Abilities Desired	Able to serve as a support person to the Senior pastor. Experience in Teaching/preaching, A desire to Minister to people, Organizational Skills, some training in counseling is a plus.
Best Personality Traits	Dependable, Discreet, Friendly, and Compassionate
Passion For	Supporting the Senior pastor and Ministering to people
Length of Service Commitment	Two years minimum

Anticipated Time Commitments

1. Doing ministry/preparing for ministry: 40 hours a week, off on Saturday and one day during the week, except for emergencies and special occasions.
2. Participating in meetings/training: four hours a month.

Responsibilities/Duties

1. Participate in staff meetings.
2. Fill in when the senior pastor is ill or out of town. Handling emergency situations. Preaching and Teaching and leading services.
3. Support the senior pastor in carrying out the ministry of the church, help as needed with the administrative tasks, special projects and campaigns, teaching Life Groups etc....
4. Be heavily involved in outreach, visitation to church members, newcomers, visitors and handling special requests from members to visit loved ones they are concerned about.

Specific Duties Presently in Need at Community Country Church

- Life Groups are our small group time following our Worship Service. We are currently utilizing most of our space and need to organize for more groups at different times.
- Alethia Christian Academy will be starting as our Christian School on September 5, 2023. We would need the Associate Pastor to be closely tied to the ACA (on the school board) to keep the staff well informed.
- Our Senior pastor Gregg Valentine is out of the pulpit of about 8 Sundays per year. He is a full-time Law Enforcement Chaplain for the Morrison County Sheriff's Office. On 5th Sundays he will need the Associate Pastor to fill the pulpit. These Sundays are known well ahead of time, and it will give the Associate Pastor plenty of time to prepare.
- Many young families are currently attending CCC. We need to develop some ministries to these young families so that they can have fellowship, discipleship, and a deeper walk with the Lord. Planning a weekend retreat for these families to interact will build stronger relationships between them.
- When the ACA starts, we will be looking to hire a Secretary/School Liasson to handle the administrative load that the school will bring. We would like the new Associate Pastor to play a big role in hiring this individual that would be a part of a growing multi-staff.
- The ACA will have Chapel(s) from time to time and the Senior pastor plans to be part of those Chapel(s). As time will allow, we would like the Associate Pastor to take on some of those Chapel(s) as well.
- Staff Retreat- Our Senior Pastor sees the value of having an occasional staff retreat or seminar that the staff and their families attend together. As the church grows, we also need to grow and learn a new form of management skills. The Associate Pastor could work with the Senior pastor to plan one fun retreat and one educational retreat per year.