

CRESTWICKE BAPTIST CHURCH

400 Speedvale Avenue East Guelph, ON N1E 1N9 | (519) 836-2132 | www.crestwicke.org

Associate Pastor Job Description

Reporting directly to the Lead Pastor, the Associate Pastor serves as part of the board of Elders, executing and supporting the Lead Pastor's strategic leadership regarding Crestwicke Baptist Church's mission: a basecamp for believers; a lighthouse for the lost. To this end, he must:

1. Continually meet the qualifications of an Elder as laid out in 1 Timothy 3:1-8; Titus 1:5-10; 1 Peter 5:1-4.
2. Work closely with the Lead Pastor.
3. Provide discipleship and organizational leadership to Ministry & Administrative Staff, and Ministry Leaders.
4. Oversee operational and administrative aspects of the church.
5. Fulfill pastoral duties as assigned by the Lead Pastor.

Duties and Responsibilities:

Preaching & Teaching (10%)

As a member of the pastoral staff, the Associate Pastor is responsible to use his ability to teach in the life of the congregation to equip the saints for the work of the ministry. To this end, he must:

1. Pray regularly and diligently for the preaching, teaching, and hearing of God's Word at CBC.
2. Be a student of the Word, able to defend and teach the truth through the enablement of the Holy Spirit.
3. Prepare to teach and deliver appropriate content for those he is responsible to oversee and disciple.
4. Preach occasionally during Sunday services as assigned by the Lead Pastor.
5. Teach in various settings as assigned by the Lead Pastor, or as requested by others and as he is available.

Leadership & Planning (20%)

Together with the Elders, Lead Pastor, and other key leaders, the Associate Pastor will develop and execute a unified vision that glorifies God by making disciples who walk worthy of the gospel. To this end, he must:

1. Pray regularly and diligently for God's leading and working in the direction and plans of CBC.
2. Work with the Lead Pastor to oversee the development of goals and plans to accomplish CBC's mission.
3. As directed by the Lead Pastor, prepare for all elements of monthly Elders' meetings.
4. As directed by the Lead Pastor, prepare for all elements of weekly pastoral staff meetings, which include Sunday service reviews.
5. As directed by the Lead Pastor, prepare for all elements of meetings with all staff.

Oversight & Discipleship (35%)

The Associate Pastor is responsible to oversee and ensure that all operational aspects of Crestwicke Baptist Church are conducted with an excellence befitting the glory of God. To this end, he must:

1. Pray regularly and diligently for these aspects of CBC's ministry.
2. Directly oversee CBC's administrative staff.
3. Disciple CBC's administrative staff.
4. Work with the Lead Pastor and staff to maximize and facilitate the congregation's engagement in church ministries.
5. Facilitate the growth of Children's Ministry, Small Groups and other church ministries.
6. Work with the Lead Pastor to develop and execute church community outreach efforts.
7. Work with the Lead Pastor to develop and execute the overall discipleship strategy of CBC
8. Attend to all HR matters relating to CBC staff under the oversight of the Lead Pastor.

Administration & Communication (20%)

The Associate Pastor is responsible to ensure that the vision, mission, purposes and plans of CBC are adequately and excellently communicated to the entire congregation. To this end, he must:

1. Directly oversee church software systems and subscriptions.
2. Directly oversee the multi-platform communications strategy of CBC.
3. Work with pastoral, ministry, and administrative staff to ensure clear, timely, accurate flow of information to congregation.

Member Care (15%)

As a member of pastoral staff, the Associate Pastor will share as necessary with others in hospital visitation, home visits, counselling, marriages and funerals. The Associate Pastor, like the other Elders, is responsible for caring for a part of the membership and will fulfill all the duties assigned to that role. As he is available and as needed, he will meet with, counsel, encourage, and disciple members of CBC.

Professional Requirements:

1. A theological undergraduate degree at a recognized biblical institution or its equivalent. A theological graduate degree (i.e. MDiv, MTS) from a recognized biblical institution would be an asset/preferred.
2. Experience working as part of a senior leadership team in a mid-large size organization (church or otherwise) preferred.
3. Experience in a local church as an Elder.
4. Strong people management - team building, supervisory, mentoring and leadership skills.
5. Exceptional interpersonal and communication skills.
6. Proven expertise and experience in implementation and oversight of administrative controls and developing policies and procedures.
7. Strong computer skills and knowledge of IT.