



## **Associate Pastor**

### **Director of Community Outreach & Group Ministries**

#### **PERSONNEL JOB DESCRIPTION**

##### **STATUS:**

Full-time, flexible hours, including some evenings, weekends, and Sunday Worship services  
There is a probationary period of 90 days.

##### **COMPENSATION & BENEFITS:**

Salary, Vacation, Health Insurance, Pension, Continuing Education, Housing Allowance

##### **GENERAL PURPOSE OF POSITION:**

The Associate Pastor/Director of Community Outreach will bring a passion for Ministry and a drive to broaden the participation and deepen the Christian experience internally and out in the community. The Associate Pastor will provide leadership in community outreach, worship, and group ministries, including small groups, young adults, and youth. In addition, this position will coordinate and participate in the marketing and communications of the church both live and online.

**REPORTS TO:** Lead/Senior Pastor

##### **RESPONSIBLE TO & SUPERVISION:**

- Lead/Senior Pastor for day-to-day operations
- Church Council through the liaison (Lead/Senior Pastor) for fulfilling responsibilities stated in the job description, defining goals, evaluation, and communications of positives & challenges related to job performance.
- Operates with considerable independence within the areas of responsibilities.

##### **DUTIES & RESPONSIBILITIES:**

###### **General Duties:**

In consultation with the Church Council leaders and ACUMC Lead Pastor, this position will develop and implement the ministries and programs that can grow and sustain the programs at Armstrong Chapel UMC and in the surrounding communities.

- Participate as a member of the pastoral/program staff team, including staff meetings, retreats, and other scheduled church events.
- Participates with other individuals or groups and teams as needed to fulfill the responsibilities with crossover activities.
- Manages the ministry and directs volunteers for the various ministries carrying primary responsibilities. Develops strategic guidance, project plans, and intermediate steps necessary to facilitate spiritual and numerical growth for Armstrong Chapel.
- Performs administrative tasks such as developing budgets, organizing, and managing volunteers and the Church Director and Lay Coordinator of those programs.
- Organizes and maintains required documentation for external programs and recruiting other participants.
- Accepts all other duties as assigned

**Community Outreach:** (This will be 40% of the position)

- Developing, planning, and implementing a comprehensive ministry that attracts and welcomes volunteers to Armstrong Chapel and the surrounding community to worship, learn, serve, and grow in developing a life-long relationship with Jesus Christ.
- Develop bridges and connections between the church and other organizations in the community to develop relationships and avenues for growth.
- Build solid relationships with current participants to understand individual and collective needs.
- Develop an understanding of other regional Ministry programs, including their strengths and opportunities; also look for effective collaborative relationships with selected leaders of another program
- Personally conduct outreach in the surrounding communities.
- Leads mission trips and ministry opportunities for the community and congregation at all age levels.

**Worship Leader:** (This will be 25% of the position)

- Teach and lead in spiritual growth and ministry that is Christ-centered, biblically grounded, and in alignment with the United Methodist Church teachings.
- Interface with worship services and preach
- Be present at and participate in Sunday worship services.
- When assigned, will serve as Worship Leader for both in-person & virtual services.

**Engagement of worshipping community:**

- Development of contemporary sermon/preaching themes, consistent with the tenants of the UMC
- Participate as a member of the pastoral/program staff team, including staff meetings, retreats, and other scheduled church events.
- Coordinate regularly with the senior pastor on worship theme/text development.
- Incorporate drama and other creative art expressions into Worship service in ways that enhance the Congregation worship experience.
- Develop a variety of worship patterns and experiential opportunities.
- Coordination of Praise Music - Identity, introduce and develop praise music with Praise Team Leader.
- Enhancement of stage setting to match worship themes.
- Accuracy, timeliness, and comprehensive delivery of worship.

**Group Ministries:** (This will be 25% of the position)

**General:**

- Will work to equip, encourage and empower leaders for Group Ministries, both adults and youth within/out the church.
- Lead and manage all group ministries within the financial resources provided by the ACUMC General Operating Budget.
- Continuing the development of programs, missions, group ministry, and structures that foster a heart for intergenerational worship and building a sustainable church.
- Engage Adult Discipleship, Women/Men Ministries, Student/Children ministries when possible.

**Small Groups:**

- Create criteria and structure for small group ministries,
- Recruit volunteers to lead groups,
- Promote participation,
- Be present and actively involved in groups as they are being developed.
- Create multiple group opportunities for participation by demographic, diverse groups, and in the members' interest.

**Young Adults:**

- Develop a structure and programming for a new Young Adults program (21-26/ 27–35 age groups).
- Understand today's Young Adults and their perspectives on religion and how they want to participate.
- Create programs and activities based on their motivation to bring them closer to Christ and involvement with Armstrong Chapel.

**Youth:**

- Creates a confirmation experience that covers the foundation of the Christian faith and aligns with the teaching and beliefs of the UMC.
- Networks with the community and local churches to develop a partnership.
- Continual evaluation of the current Youth program called Vertical Impact.
- Develop an understanding of other regional Youth Ministry programs, including their strengths and opportunities; also look for effective collaborative relationships with selected leaders of other programs.
- In consultation with the VI Student leaders and ACUMC Lead Pastor, develop and implement the ministries and programs that can grow and sustain the Vertical Impact program at Armstrong Chapel UMC and in the surrounding communities.
- Student Ministry mission activity opportunities.
- Develops a strategic plan for the ongoing youth program.
- Manage all student ministries within the financial resources provided by the ACUMC General Operating Budget, Event fees, and other fundraisers and donations approved by the Finance Committee.

**Marketing/Communications:** (This will be 10% of the position)

- Develop new programming using online opportunities
- Produce advertising/articles and offer interviews to the press to promote activities to the communities we serve.
- Provide communications for multiple areas of the church, both live and electronic.
- Maintain excellent communication through social media, written materials, Website, e-mail, Sunday bulletin, mailings, etc., to inform and update volunteers about various ministries and opportunities.
- Promote specific programs and activities through marketing, both internal and external.

**QUALIFICATIONS:**

- Minimum of 3 years of experience as a church leader
- Minimum of a bachelor's degree, preferred Master of Divinity
- But candidates are not required to be ordained

**Behavioral/Personal Characteristics**

- Spiritual maturity, high moral and ethical conduct
- Passion for growing people in their faith
- Positive attitude with high energy, enthusiasm, and dedication to the mission of the church
- Maintain the highest standards of ethical conduct, sound judgment, and integrity in day-to-day interactions
- Motivated self-starter with interpersonal skills required to work with others in a collaborative environment
- Experience in team or organization building and development
- Dynamic, willing to take on and deliver on a challenge
- Must possess a proven ability to work effectively with the congregation, diverse individuals, and teams of volunteers
- Ability to work as part of a team-oriented working environment
- Ability to adapt work practices to meet changing circumstances
- Demonstrates a team focus and the ability to mobilize others to be part of a team
- Excellent time management and detail-oriented

- Must possess strong planning ability to multi-task and set expectations internally and externally
- Excellent oral and written communications skills
- Character and conduct compatible with the Christian faith and the tenants of the United Methodist Church
- A positive attitude toward Christian service, cooperation, patience, and charity
- An understanding that the purpose of the work is to promote and enhance the ministries of the church
- A mindset of excellence, consistency, and compassion
- Maintaining strict confidentiality
- Demonstrating tactfulness
- Listening well and providing constructive feedback in consultation with the Church Council leaders and ACUMC Senior Pastor

**SKILLSETS:**

- Experience with social media platforms
- Computer skills such as Microsoft Word, Excel, etc.

**TERMS OF EMPLOYMENT:**

- The position shall be subject to Armstrong Chapel United Methodist Church's Employee Handbook and the UMC Book of Discipline.
- The Associate Pastor shall not accept regular outside employment without specific approval from the Church Council.
- Understand, agree to, and maintain compliance with (and supervise volunteer compliance with) Armstrong Chapel's Child Protection Policy, including health, safety, and child protection standards.
- Must have a clean criminal Background and Safe Sanctuary background check required
- Valid Driver's License