



## Associate Pastor

Armstrong Chapel's mission is to seek, know and share God's love, grace and direction offered in Jesus Christ. As an extension of that mission, the church strives to be an open, welcoming and nurturing Christian community where everyone connects, grows and gives back.

### POSITION DESCRIPTION

As part of the Armstrong community, the Associate Pastor is expected to be:

- An **experienced worship leader and teacher** with a strong theological background who can lead across various settings (formats and sizes)
- Focused on welcoming, developing and sustaining **young Christians** – youth, young adults and young families – **and new Christians**
- Driving **mission opportunities** that engage/grow current members, bring in new members and overall, extend Armstrong's reach into the communities we serve
- A **trustworthy leader** within Armstrong's staff with managerial responsibilities with strong communication and technical skills

### SUPERVISION/REPORTING STRUCTURE

The Associate Pastor position reports directly to the Senior Pastor but is expected to operate with considerable independence within the areas of responsibility.

The Church Council and Staff Parish Relations Committee (SPRC) will work with the Senior Pastor to ensure execution of job responsibilities, goal setting and ongoing performance evaluations.

### 4 KEY AREAS OF RESPONSIBILITY

#### 1. Worship Leader and Teacher

Teach and lead spiritual growth and ministry that is Christ-centered and biblically grounded across a variety of formats (Sunday morning worship services, Virtual services, Small Groups, etc.) available at Armstrong Chapel. Includes but not limited to:

- Coordinate regularly with the senior pastor on worship theme/text development
- Be present at and participate in and across services
- Serve as Worship Leader as needed across both in-person & virtual service formats
- Assess and develop plan for the creation, leadership and sustaining of small group ministries
- Support and incorporation of contemporary themes across worship, sermons and music

#### 2. Young/New Christian Development

Develop programming to support and develop Young Christians, specifically ages 13-30 (youth, young adults and young families) as well as New Christians, any age, who are just beginning their Christian journey. Includes but not limited to:

- Create a confirmation experience for Youth that covers the foundation of the Christian faith and aligns with the teaching and beliefs of the UMC
- Develop a strategic plan for an ongoing youth program
- Understanding today's Young Adults and their perspectives on religion and how they want to participate.
- Collaboration and partnership with Children's and Preschool leaders to further engage and grow the faith of parents and/or young families
- Assess and address gaps in our current formats/services/options for being welcoming/inviting for New Christians, in conjunction with Senior Pastor and Church Council

### **3. Mission Opportunities**

Strengthen Armstrong's outreach ministries by reassessing and implement a comprehensive ministry that invites existing members and the broader community into mission with Armstrong Chapel strengthening existing relationship with Christ while welcoming new ones. Includes but not limited to:

- Strengthen existing & develop new relationships in the community
- Build relationships with current volunteers to understand individual and collective needs.
- Incorporate mission trips and opportunities for the community and congregation.

### **4. Managerial/Administrative Leader**

As a leader within Armstrong's staff, develop and implement the ministries and individuals to grow and sustain the programs at Armstrong Chapel UMC and in the surrounding communities. Includes but not limited to:

- Active member of the pastoral staff, including staff meetings, retreats, and other scheduled church events
- Develops strategic guidance, project plans, and intermediate steps necessary to grow the church.
- Effectively manages designed staff & volunteers, delivering on expectations while motivating/growing individuals
- Lead and manage all group ministries within the financial resources provided by the ACUMC General Operating Budget.

### **QUALIFICATIONS**

Minimum of 3 years of experience as a church leader\*\*

Minimum of a bachelor's degree, preferred Master of Divinity

Experience with social media platforms

Computer skills such as Microsoft Word, Excel, etc.

*\*\*Candidates are not required to be ordained*

### **BEHAVIORAL/PERSONAL CHARACTERISTICS**

- Spiritual maturity, high moral and ethical conduct consistent with the tenants of the United Methodist Church
- Positive attitude with a dedication to the mission of the church and desire to grow disciples of Christ
- Experience leading a congregation with an engaging personality; relatable to young adults
- Strong teamwork and listening skills to support individual and team engagement across the

congregation, church staff and volunteers

- Experience and desire to make an impact. They should enjoy a challenge, leading us into the future while leveraging/ building on current strengths
- An independent, self-starter looking for the opportunity to grow both spiritually and within the church
- Strong leadership and managerial skills such as empathy, communication (oral and written), personnel development and planning/organizational.

### **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

### **ROLE REQUIREMENTS, COMPENSATION & BENEFITS**

- Full-time, flexible hours, including some evenings, weekends, and Sunday Worship services
- Total Compensation includes salary, vacation, health insurance, pension plus continuing education and housing allowances

*There is a probationary period of 90 days.*