



# NORTHWOOD CHRISTIAN CHURCH

<b>Job Title:</b>	Associate Pastor
<b>Reports To:</b>	Senior Pastor
<b>Position Status:</b>	Full-Time, Exempt, Salary

## **Position Overview:**

The primary role of the Associate Pastor is to assist the Senior Pastor in carrying out the Northwood Purpose Statement: Love God, Love People, and Make Disciples, and helping our church family grow in their faith in a manner that brings glory to God. The Associate Pastor is responsible for existing and new Member Care and the oversight and support of our Connections Ministry, select Core Ministries, and Outreach.

## **Basic Qualifications & Expectations:**

- Must have experienced salvation through a personal relationship with Jesus Christ.
- Exhibit a godly example, living a life of honesty, integrity, and transparency worthy of the gospel, consistently following and growing in relationship with Jesus Christ.
- Exhibit spiritual sensitivity, humility, graciousness, and flexibility.
- A strong desire to serve.
- Be or become a member of the Northwood Family.
- Be loyal to the vision and staff of Northwood and always protect the unity of the church.
- Affirm and adhere to the Biblical truths summarized in Northwood's Statement of Faith.
- Embrace and promote the Purpose Statement and Core Commitments of Northwood.

## **Knowledge & Skills Needed:**

- Be a self-starter who takes initiative in leadership roles.
- Strong people skills including development of meaningful relationships with church family.
- Foster a positive, welcoming atmosphere at all times.
- Ability to discern needs and respond appropriately, sensitively, and proactively.
- Ability to maintain a high level of confidentiality.
- Ability to supervise programs that are vital to Northwood's purpose and ministry.
- Experience in managing employees and volunteers.
- Experience in developing and operating within an annual budget.
- Possess good oral and written communication skills.
- A passion for missions and ministry excellence.
- Comfortable speaking in front of large groups.
- Excellent time management with the proven ability to complete multiple simultaneous tasks.
- Experience with basic computer hardware and software tools (i.e. MS Office suite).
- Ability to effectively use church management software.

### **Job Responsibilities & Duties:**

- Responsible for Northwood's Member Care program, improving and creating methods of caring for and visiting with those who are absent, inactive, sick, hospitalized, hurting, or in need.
  - Leadership of Northwood's Connections ministry that will connect and integrate visitors, regular attendees, and new members into the Northwood family.
  - Promote and encourage a welcoming environment, enhanced by strong teamwork and effective communication between the congregation, church leadership, staff and ministry teams.
  - Administer Northwood's Outreach ministry by implementing church wide outreach events as well as participate in our World Outreach ministry.
  - Cultivate relationships with the local community for social and service outreach opportunities.
  - Manage assigned staff and volunteers, providing guidance, training, and resources necessary to allow each to excel in fulfilling their assigned duties.
  - Support and encourage all ministries of the church.
  - Speak into key decisions within the church in terms of strategic planning and leadership.
  - Attend weekly staff meetings and prayer time.
  - Attend monthly board meetings.
  - Attend monthly elder meetings.
  - Administer the approved budget and calendar for primary areas of responsibility.
  - Perform other duties as assigned by the Senior Pastor.
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- **Education/Experience:**
  - Bachelor's Degree or equivalent combination of education, training, and experience.
  - Biblical education at the university level or equivalent.
  - Senior or executive leadership experience.