

**SAMPLE**

**ASSOCIATE PASTOR JOB DESCRIPTION (PT)**

Name of Church  
Street Address  
City/State/Zip

**POSITION DESCRIPTION:** Associate Pastor

**STATUS:** Part-time, Salaried

**HOURS:** 20 Hours per week

**BENEFITS:** Pension, Continuing Education Funds

**GENERAL PURPOSE OF POSITION:** To work in concert with the senior pastor and staff in order to make disciples for Christ for the transformation of the world.

**SUPERVISION:** Reports to the Senior Pastor. The Staff Parish Relations Committee provides an annual evaluation of the Associate Pastor's performance as required by the United Methodist Discipline. Operates with considerable independence within areas of responsibility described below subject to the United Methodist Discipline and local church policy as determined by the church committee(s) with authority over the ministry area involved.

**Organizational Relationship and Ministry Supervision:**

- The Associate Pastor reports to the Senior Pastor for spiritual and ministry guidance.
- Following the strategic guidance of the Senior Pastor; works with ministry leaders to ensure they receive appropriate development and training, provides necessary support to leaders so that they can foster and nurture their volunteers, connects leaders throughout the church.
- Following the strategic guidance of the Senior Pastor, manages the ministry and directs the employees and volunteers dedicated to serving the various ministries for which the Associate Pastor carries primary responsibility.
- At the direction of the Senior Pastor, provides spiritual leadership and subject matter expertise to other staff members. Develops strategic guidance, project plans, and intermediate steps necessary to facilitate spiritual and numerical growth for the UMC.
- Removes the Senior Pastor from any administrative burdens of the ministries by directing the daily business operations of these groups.
- Performs administrative tasks such as developing programmatic budgets, organizing and managing volunteers, organizing and maintaining required documentation for external programs, and recruiting other participants.
- Networks with community and local churches to develop partnerships.
- The Senior Pastor provides an annual evaluation of the Associate Pastor's performance.

- The Associate Pastor will be responsible and subject to United Methodist polity and doctrine, informed by the United Methodist local church policy as determined by the Charge Conference, Senior Pastor, and Staff Parish Relations Committee.

**Qualifications and Aptitudes:**

1. Must embrace Christian discipline and United Methodist doctrine and theology.
2. Licensed or ordained by the United Methodist Church.
3. A master's degree, or the equivalent, in a related field is minimum requirement.
4. Two years' experience working in a United Methodist church.
5. Must have vision and a demonstrated ability to plan, develop, coordinate, manage and implement ministry within the parameters of the United Methodist Church.
6. Must have excellent written and verbal communication skills, conflict management skills, and computer skills.
7. Must possess a proven ability to work effectively with congregation, diverse individuals, and teams of volunteers.