

Job Title:	Associate Pastor
Ministry Area	Crossgate Church
Employee's Name:	tbc
Employee Status:	Permanent; Full Time: 5 days
Hours/Days Worked:	Mon-Thurs 9am-5pm & Sundays (40hours p/w) = £33,280
Key Working Relationships:	Lead Pastor, Board, Operations & Facilities Management, Staff Team, Safeguarding Team, Church Members, Volunteers,
Reporting Line:	Lead Pastor

1 Purpose of the Job:

To assist the Lead Pastor & the Leadership Board in equipping the church and its leaders to function and grow healthily according to God's vision, and through major ministries, teams and organisational systems & structure. The role also oversees key volunteers, especially ministry team leaders, and acts in the absence of the Lead Pastor, leading staff meetings, overseeing worship services etc.

2 Key Responsibilities:

- Helping the Lead Pastor oversee the day-to-day operations of the church including ministries, facilities and administration
- Managing and supervising staff and leaders including development, training and evaluation
- Collaborating with the Lead Pastor and elders regarding the development and implementation of the mission and vision of the church
- Working with the Lead Pastor in matters of finance, budgeting and fundraising opportunities to ensure the financial health and stewardship of the church
- Assisting in teaching and preaching throughout the church as well as developing the teaching programme alongside the Lead Pastor
- Taking a lead as and when required across key ministries including small groups, youth/students/young adults, leadership development, and local & global mission partnerships
- Partnering with the Lead Pastor and wider team in providing pastoral care across the church
- Contributing towards service planning, development and evaluation
- Supporting the ongoing improvement of communication and media processes, and strengthening engagement across the church

3 Other Duties and Responsibilities:

- To work within church policies and procedures.
- To contribute to an effective & positive team working environment, including punctuality and dependability.
- To support the promotion of positive relationships with other churches and outside agencies.
- To attend skill training and participate in personal/performance development as required.
- To take care for their own and other people's health and safety.
- To be aware of the confidential nature of issues.
- General office duties: answer phones, welcome visitors, contribute to general housekeeping, support other staff members with work load if possible. Flexibility to cover staff holidays & sickness as required.

4 Values & Attributes

- Love for God.
- Love for People.
- Work Ethic that is excellent, conscientious, honest, honourable, dependable, protective, and wise with time and money.
- Servant Hearted, enjoyable to be with and devoted to the call of God and the Church.
- Devoted to the call of God and the vision of Crossgate Church.
- Operate with a spirit of excellence.