

Associate Pastor

FULL-TIME | SALARIED | EXEMPT | MINISTERIAL

Revised September 2026

PURPOSE

The Associate Pastor serves as a pastor and the lead administrator of the church's staff, ministries, and operations. Working under the direction of the Lead Pastor and Elder Board, this pastor helps translate the church's mission, vision, and ministry priorities into effective plans, systems, and coordinated ministry.

PRIMARY DESIRE

For the church's staff and ministries to operate with spiritual health, unity, clarity, accountability, and responsible stewardship as Faith Bible Church makes, matures, and mobilizes disciples of Jesus Christ.

QUALIFICATIONS

- A believer in Jesus Christ who demonstrates a growing relationship with Him and a life consistent with the biblical qualifications for pastoral leadership.
- Agreement with and faithful support of the statement of faith, mission, core values, ministry philosophy, and policies of Faith Bible Church.
- A relevant bachelor's degree and at least five years of pastoral, organizational, or church staff-leadership experience.
- A master's degree in ministry, theology, organizational leadership, business administration, or a related field is preferred.

GIFTS AND ABILITIES

- A servant leader who demonstrates humility, spiritual maturity, wisdom, integrity, discretion, and genuine care for people.
- Strong administrative, organizational, relational, and communication skills.
- Ability to lead and develop staff, manage competing priorities, resolve conflict, and guide projects to completion.
- Sound judgment in handling confidential personnel, financial, legal, and pastoral matters.
- A disciplined and dependable work ethic that provides a healthy example for staff and ministry leaders.

SPECIFIC DUTIES AND RESPONSIBILITIES

- Partner with the Lead Pastor in casting vision, establishing short- and long-range goals, strengthening ministries, identifying areas that are ineffective or off-mission, and implementing new ministry initiatives.
- Shepherd and supervise church staff by leading regular staff meetings, establishing expectations, building unity and trust, providing support and accountability, and conducting performance evaluations.
- Evaluate staffing needs and participate in recruiting, hiring, onboarding, developing, correcting, and, when necessary, evaluating staff members.
- Lead the annual budgeting process, oversee ministry and operational budgets, and promote responsible stewardship of church resources.
- Oversee policies, procedures, risk management, and operational systems necessary for safe, effective, and legally responsible ministry.
- Regular teaching of God's Word in accordance with the pastor's gifts and abilities.
- Coordinate ministry planning and provide pastoral oversight for Sunday worship services and other church-wide gatherings, ensuring that staff and ministry teams are prepared and working together effectively.
- Communicate with and support Adult Bible Fellowship leaders and lead new-member meetings to help people understand the church's beliefs and connect with the church.
- Cultivate a church culture of welcome, care, hospitality, and love while coordinating and participating in pastoral care, including officiating weddings and funerals, visitation, biblical counseling, and prayer.
- Maintain clear communication among the Lead Pastor, Elder Board, and staff; provide reports or attend elder meetings when requested; and perform other ministry responsibilities aligned with the pastor's gifting, which may include teaching or preaching.
- Perform other duties as assigned by the Lead Pastor or Board of Elders

MINISTRY AND PROFESSIONAL DEVELOPMENT

Continued spiritual, theological, pastoral, and professional growth is expected. Development goals should be established in consultation with the Lead Pastor and communicated to the Elder Board as appropriate.

ACCOUNTABILITY

This position reports to the Lead Pastor and Elder Board, with the Lead Pastor providing day-to-day supervision.

PHYSICAL DEMANDS

Regularly required to sit at a computer, stand and speak from a platform, and move throughout church facilities; occasional lifting of up to 25lbs.