



Crossroads Covenant Community Church
Associate Pastor Job Description
Revised 6/9/2026

I. PURPOSE

The Associate Pastor will partner with the Lead Pastor to:

- Provide oversight for the administration, training, teaching, counseling, and activities of Youth Ministry, Small Groups, Congregational Care, and Adult Ministries, including Women's Ministry, Men's Ministry, and Adult Learning.
- Offer leadership and spiritual care for Small Groups, Congregational Care, and Adult Ministries.
- Encourage and promote involvement within Youth Ministry, Small Groups, Congregational Care, Adult Ministries, and other areas of church life, including engagement in the community to welcome the unchurched into the family of Jesus.

II. PRIMARY ROLES AND RESPONSIBILITIES

- Accountable to the Lead Pastor and the Leadership Council is required to submit a status/progress report at each monthly meeting of the Leadership Council. A yearly report, including a clear review of the year and goals for the future, will be made to the congregation.
- Meet formally and/or informally with the Lead Pastor to share information or concerns regarding Youth Ministry, Small Groups, Congregational Care, Adult Ministries, and other matters pertaining to this position, or any other concerns within the church.
- Attend Pastoral and administrative staff meetings facilitated by the Lead Pastor and be prepared to lead such meetings on behalf of the Lead Pastor as necessary.
- Provide leadership over the budget, present both short and long-term goals, participate in fundraising, and organize Youth Ministry, Small Groups, Adult Ministries, and Congregational Care. Work closely with the Lead Pastor and other ministry leaders to ensure continuity of these vital ministries as they relate to other ministry areas, including succession planning.
- Foster a safe environment that inspires and welcomes all in relation to Youth Ministry, Small Groups, Congregational Care, and Adult Ministries. Ensure that all programs and activities promote spiritual growth through worshipping, serving, praising, and glorifying our Lord.
- Be available for counseling opportunities as needs arise and discern situations where referrals to professional counselors or legal agencies are necessary.
- Provide leadership for identifying, recruiting, developing, equipping, training, and mentoring volunteers as it relates to Small Groups, Congregational Care, and Adult Ministries.
- Hold regularly scheduled gatherings for communication to Small Groups, Congregational Care, and Adult Ministries.

Ben Emmons; Lead Pastor • Dave Shaw; Associate Pastor • Sarah Emmons, Executive Director of Ministries • Laura Williams; Office Administrator • Debbie MacNealy; Worship Director • Taylor Karnes; Children's Director • Madison Hummel, Administrative Assistant

Currently worshipping Sundays at 8am, 9:10am, 10:20am, and 11:30am

P.O. Box 2909 Yelm, WA 98597 • office 360-400-7877 • fax 360-400-7878 Office@CrossroadsCov.com

Email: ben.emmons@gmail.com

- Ensure that the content of teaching is sound and Biblically based and in step with the essentials of The Evangelical Covenant Church.
- Support the Lead Pastor in vision casting and leadership of the church's teaching and weekend service planning, design, and execution.
- Preach at Sunday morning services on a regular basis.
- Participate in pastoral care, counseling, home and hospital visitation, weddings, and funerals as the need arises.

III. SECONDARY ROLES AND RESPONSIBILITIES

- A. Be an active participant in the local community.
- B. The Associate Pastor will develop working relationships with other Christian pastors in the local area and within the Covenant.
- C. The Associate Pastor is allowed the opportunities to lead and participate in other areas of ministry at Crossroads according to his/her giftedness and talents

IV: REQUIREMENTS AND QUALIFICATIONS

- A. Spiritual Qualification:
 - a. Demonstrate a clear calling to pastoral ministry
 - b. Meets the biblical qualifications for church leadership (1 Timothy 3:1-7; Titus 1: 5–9)
 - c. Displays a growing and mature walk with Christ.
- B. Ministry Experience:
 - a. Prior ministry leadership experience preferred
 - b. Experience in discipleship, pastoral care, or ministry leadership
 - c. Demonstrated ability to lead volunteers and develop teams
 - d. Planning Center knowledge preferred
- C. Education:
 - a. Bachelor's degree required
 - b. Seminary training (Mdiv or equivalent) preferred
- D. Skills and characteristics the Associate Pastor should demonstrate:
 - a. A shepherd's heart for people and a collaborative spirit
 - b. Strong relational leadership including the ability to equip and empower volunteers
 - c. Organizational and administrative skills
 - d. Faithfulness to biblical teaching

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THE FOLLOWING OFFER APPLIES TO THE ABOVE JOB DESCRIPTION

I. SALARY PACKAGE

- A. Base annual salary depending on education and experience
- B. Health insurance provided by Crossroads via the Covenant Health Plan.
- C. Annual Conferences for continuing education.
- D. Time off - amount based on experience.
- E. Crossroads will assume any related costs pertaining to the process of licensing in the Evangelical Covenant Church.
- F. Costs of moving according to need.

II. START DATE

As soon as this person is available.

Chair of the Church; Kurt Fourre

Associate Pastor

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