

Job Title: Associate Pastor

Program: CityRise Missouri City - Español

Reports to: CRMC Español Pastor

Effective Date: March 20, 2026

Job Summary:

The primary role of the part-time Associate Pastor for CityRise Missouri City Español is to support the Pastor in the promotion of healthy spiritual development and living of its members and promotes growth of the church.

Supervisory Responsibilities:

Does not supervise employees. Supervises volunteers for specific programs or events.

Duties/Responsibilities:

Program Leadership

- Assist the Pastor in administration of the operation of the church, including management of church calendars, coordination of events, and serving as a staff liaison to church committees.
- Provide leadership and bible study teaching to community groups, as directed by the Pastor.
- Preach during Sunday services as requested by or in the absence of the Pastor and in coordination with the Executive Pastor, who designs and approves the overall CityRise preaching calendar.
- Act and lead rationally and consistently in a manner becoming the CityRise statement of beliefs and in accordance with its expressed values.

Pastoral Care

- Assist the pastor with monitoring the church membership and team members for spiritual needs and minister to them.
- Monitor the surrounding community, identifying opportunities for the church to serve outside the church body.

Community Impact and Outreach

- Design and implement outreach programs to increase awareness of CRMC Español in the Missouri City and surrounding communities and to share the gospel.
- Recruit, train, and provide oversight to volunteer teams for areas such as outreach and evangelism.
- Provide pastoral support to other CityRise programs and locations as directed.

Other duties

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Strong leadership skills.
- Proficient in the use of standard software, hardware, and relevant technologies.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to function well in a high-paced and at times stressful environment.
- Must be fluent in Spanish and English.

Education and Experience:

Required Education: Bachelor’s degree

Required Experience: Three years in a related ministry field or church ministry position

Preferred Education: Master’s degree in theology or related subject.

Preferred Experience: Five years in a related ministry field or church ministry position

Physical Requirements:

Prolonged periods of sitting at a desk and working on a computer.

Must be able to stand for 45 minutes.

Must be able to lift up to 15 pounds at times.

Work Location:

Work is performed in hybrid 70% on-site, 30% off-site.

Definitions of work location:

On-site- typically on a CityRise campus

Remote- any location where work that can be completed effectively from

Hybrid- combination of on-site and remote, possibly including additional locations for specific activities i.e. pastoral care visits, homes, meetings, retreats, educational seminars.

employee printed name

employee signature

date