



Job Description - ASSOCIATE PASTOR

Position: Exempt full time, salaried

Reports to: Senior Pastor

The role of the Associate Pastor is to provide comprehensive support to the Senior Pastor in fulfilling the church's overall mission and vision. The Associate Pastor is responsible for overseeing all church ministries, offering pastoral care, and working in unity with the pastoral staff and elders to provide spiritual leadership to the congregation.

Qualifications

SPIRITUAL

The pastor should exhibit the following:

- Be a professing Christian and subscribe, without reservation, to the church's Statement of Faith, Vision and Mission Statements, along with the Calvary Chapel Distinctives.
- Demonstrate a consistent outward evidence of an inward Christian character. (1 Timothy 4:12)
- Display evidence of the fruit of the Spirit. (Galatians 5:22-26)
- Be convinced of the importance of prayer and a daily time of meditation in the Bible and actively pursue a relationship with God. (Psalm 42:1-2)
- Demonstrate spiritual maturity and a teachable spirit. (Titus 2:2-8)
- Meet the biblical qualifications of Christian leadership. (1 Timothy 3:1-8; Titus 1:6-9; and Matthew 20:26-28)

GENERAL

- 2+ years pastoral experience preferred
- Proficiency in expository teaching/preaching
- Background in church ministry oversight
- Personal and corporate discipleship expertise
- Experience in biblical counseling
- Familiarity with Planning Center Online and Google Workspace preferred
- Willingness to work flexible hours in accordance with ministry needs
- Ability to pass a background check



Responsibilities

1. Work in unity with the pastoral staff and elders to align the church's ministries and activities with our declared mission and vision.
2. Maintain office hours to be available to staff, the congregation, and community.
3. Attend regular staff meetings.
4. Develop and oversee church ministries focusing on discipleship and church community, including but not limited to: home fellowships, new believer classes, small group discipleship, School of Ministry.
5. Oversee deacons and the ministries they lead.
6. Provide pastoral care to the congregation, including: biblical counseling, prayer, visitation, weddings, funerals, etc.
7. Assist with the teaching ministry of the church on a regular basis. This includes weekend and midweek services, bible studies, home fellowships, classes and more.
8. Participate in outreach and evangelism activities on a regular basis.
9. Get involved with our community by appearing at public events, participating in service clubs, meeting with civil servants and community leaders, and more.
10. Engage in personal discipleship, training up and equipping leaders in our church family.



Code of Ethics and Standards of Conduct

1. Each employee is instructed to be responsible for both the integrity and the consequences of his or her own actions.
2. Each employee must exhibit the highest standards of honesty, integrity, and fairness.
3. Employees shall perform their jobs in a competent and ethical manner without violating the public trust or applicable laws, policies, and regulations.
4. All employees are expected to exhibit exemplary conduct at all times in such a manner that protects both the person's integrity and/or reputation of *Calvary Chapel Desert Light*. Not only should their lives bring honor and glory to the Lord at church, but also in all places outside the church.
5. At no time should an employee engage in any activity that might become a stumbling block to members of the congregation or others in the community we serve.
(Proverbs 10:23, Proverbs 20:11, Romans 12:1-2, Ephesians 5:1-21, Philippians 1:27)
6. Employees will manifest, by precept and example, the highest Christian virtue of personal decorum, serving as a role model (1 Tim.4:12) both in and out of church to the congregation (Luke 6:40), and as an example to other staff members in judgment, respect, and Christian living. This includes, but is not limited to, the refraining from such activities as the use of liquor, tobacco, illicit drugs, and the use of vulgar and profane language (Colossians 3:17; 1 Thessalonians. 2:10; 5:18, 21-22; James 3:17-18).
7. The employee agrees that the Bible dictates standards of moral conduct. Moral misconduct, which violates the bona fide occupational qualification for employees to be Christian role models, includes, but is not limited to, promiscuity, homosexual behavior, sexual orientation, transgender identity, or any other violation of the unique roles of male and female. (Rom. 1:21-27; I Cor. 6:9-20). *Calvary Chapel Desert Light* believes that biblical marriage is limited to a covenant relationship between a man and a woman. Deviation from Biblical standards is grounds for termination.
(Genesis 2:21-24, Ephesians 5:22-33)
8. No employee shall be alone, in private (out of view of other individuals) with any child or member of the opposite sex who is not a member of their own family. Counseling with the opposite sex should be done in a public area or a room with an open door and another staff member nearby.