

Position Focus Sheet

Title: Senior Associate Pastor

Purpose of Position: The Senior Associate Pastor will help fulfill the mission of Calvary Baptist Church, which is to be a family on mission to know Jesus and change the world. The Senior Associate Pastor will work closely with the Lead Pastor in developing and implementing a discipleship strategy and culture and will give oversight to the staff.

Reports to: Lead Pastor

Relates Closely with: All paid staff, Life Group Leaders, Deacons, and Ministry Teams

Requirements:

- Qualified under the descriptions of 1 Timothy 3:1-7 and Titus 1:5-9.
- A sense of calling to vocational ministry.
- A demonstrated commitment to the life and ministry of the local church.
- Required to affirm the doctrinal statements of the Baptist Faith and Message 2000.
- Must be a self-starter who takes initiative and requires little supervision.
- Must have a love for the body of Christ.

Key Responsibilities:

- Assist the pastor, enabling him to become the most effective pastor he can be so that Calvary can accomplish its mission.
- Staff oversight. Collaborate with the Lead Pastor for personnel related needs, concerns, issues, benefits, staff rhythms and policies.
- Identify, Recruit, Train, Encourage, and Resource Life Group Leaders
- Help with the process of assimilation of new members.
- Work with Lead Pastor to establish a discipleship making structure.
- Resource and Encourage Ministry Teams
- Preach when opportunities arise.
- Effectively plan and manage the budget regarding staff and ministries.

Roles and Tasks:

- Chief of Staff: represent Lead Pastor's office to all staff.
- Decision-Maker: in the absence of the Lead Pastor, or in matters delegated by the Lead Pastor
- Meeting-leader: lead team meetings when prompted
- Conflict-resolver: between staff members or within the church
- Coach: watch, celebrate, evaluate, elevate

Primary Skills Necessary

- Knowledge of business, finances, human resources, and technology
- Exceptional administrative skills, including the ability to supervise, monitor, evaluate and provide feedback to staff.
- Mastery of communication skills, including the ability to write and public speaking. Must be able to communicate clearly, both orally and in written form.

Education, Experience & Other Requirements

- College degree; seminary a plus
- 5+ years of Church Leadership
- Experience in preaching, teaching, and leadership is preferred.

Other Requirements

- Pass criminal, financial, and sexual misconduct background checks.
- Pass a drug screen.
- Sufficient good health to discharge duties satisfactorily, including but not limited to walking, standing, and/or sitting sometimes for prolonged periods.
- A written statement of ministry vision, philosophy, and goals.
- An official transcript from all institutions of higher education must be sent directly from the educational institution to the Calvary Baptist Church search committee.

Time Required: 40+ hours per week

Start application process here: [Senior Associate Pastor – Calvary Baptist Church, Republic](#)