

Associate Pastor

Cornerstone Trinity Baptist Church (CTBC) in San Francisco, CA
Job Description

I. Job Description:

The Associate Pastor is a full-time pastor (40-50 hours) who provides leadership to youth students and leaders. Working together with church staff, Board of Elders, and Board of Directors, he will lead, promote and oversee the spiritual health of the congregation through preaching, leading, training, teaching, and leadership of youth fellowship leaders. He will exemplify a Christ-like spirit in his leadership of the church.

II. Compensation:

The compensation package will be established by the CTBC Board of Directors and will be reviewed and approved annually by the CTBC Board of Directors and Senior Pastor.

III. Job Responsibilities:

1. **Implement Strategy**—In coordination with the Senior Pastor, Board of Elders and church staff, promote a strategy for youth fellowship and evangelism, fulfilling ministry goals, and preparing lay leaders for strategy development and implementation.
2. **Preach**—Generate, maintain, and organize a preaching calendar for the youth sermon/worship service. In coordination with the Campus Pastor and Senior Pastor, assist in preaching at campus church as needed and directed.
3. **Plan and Organize**—Team with youth leaders and implement all activities related to ministry (e.g., retreats, camps, summer programs, maintaining communication with parents). Coordinate and facilitate youth leaders' meetings as needed and working with staff. This also includes attending monthly with the Working Committee Meeting, attending Membership Meetings, attending meetings with Elders and Pastors, contributing as directed to the Leadership Meeting, and various trainings, as needed.
4. **Training, Discipleship, and Development** - Develop youth leaders' staff through discipleship relationships, training sessions, and other administrative duties.
5. **Spiritual Formation** – Provide assistance to leaders, church staff, and others as needed for the spiritual development necessary for healthy Christian ministry. Discern, through prayer and collaboration to make decisions and maintain ethical relationships. Be honest, self-disclosing and self-aware of liabilities, mistakes, and areas of confession so as to promote healthy spirituality and emotional boundaries. Attend spiritual retreats with elders and staff as directed.

6. Summer Camps and Programs- Oversee leadership and implementation of Mission 419 along with program heads. Provide insight for the selection of VBS leaders. Lead, staff, and oversee annual Youth Camp.
7. Fulfill other pastoral duties as required (e.g., weddings, funerals, counseling, teaching, preaching, visitation, baptism, communion, etc.) as directed by the Senior Pastor.
8. Pastoral Care – In addition to providing pastoral care to the congregation, empower and oversee youth leaders and parents. This includes but is not limited to crisis counseling, conflict resolution, ministry supervision (i.e, training interns, pastoral assistants, etc.), and other emergency meetings.
9. Assistance - Assist in developing, organizing and giving leadership to other ministries within the church as directed by the Senior Pastor.
10. Facilities – Assist staff with facility and technology as needed. This includes opening, closing, and securing the church building for ministries, community events, or church events and assisting with social media, website, and church publicity.
11. Staff – The Associate Pastor will attend staff meetings and assist other ministry needs as directed by the Senior Pastor.
12. Church Plant(s) - The Associate Pastor will assist with campus pastors as directed by the Senior Pastor.

IV. Character traits, Experiences, and Skill Expectations:

- A. Give testimony and life witness of... (1) being a committed believer in Jesus Christ (2) spiritual gifts relevant to leadership of this ministry, (3) prior ministry experience (4) God's affirming blessing on those ministries (5) a deep genuine love for congregants, members, and guests.
- B. Have an adequate biblical education, preferably at the college and graduate school level (i.e., Masters of Theological Studies, M.Div., etc.), ministry experience that is appropriate to these responsibilities, and pursue continued learning in order to become a more effective Associate Pastor.
- C. Have a sound knowledge of Scripture and an ability to teach effectively and apply Scriptural principles in all areas of ministry.

- D. Be a stable, mature and growing Christian with an exemplary personal, marital and family life (if applicable). Maintain spiritual health by taking spiritual retreat annually and consulting outside resources, as needed.
- E. Be committed to teamwork within all ministries, staff, and lay leaders within the church. Demonstrates appropriate Christian submission in responsibilities, meetings, and relationships.
- F. Be in agreement with the doctrinal position of Cornerstone Trinity Baptist Church and NAB (North American Baptist Conference).

V. Administrative Relationships

1. Reporting and evaluation. The Associate Pastor will report to the Senior Pastor, Board of Elders, and Board of Directors. The Associate Pastor will undergo review with the Senior Pastor annually.
2. Supervision. The Associate pastor will oversee youth ministries, youth fellowship, manage youth leaders, Mission 419 Team, and assist Sunday School Director with oversight of youth Sunday School.
3. Coordination. The Associate Pastor will coordinate his ministry with the overarching vision, mission and purpose of Cornerstone Trinity Baptist Church. He will coordinate with other ministry leaders that oversee youth students or train youth leaders.
4. Accountability. The Associate Pastor will be directly accountable to the Senior Pastor, Board of Elders, and Directors.
5. Conduct. The Associate Pastor will adhere to the Office guidelines sheet and the CTBC church policies and procedures, including harassment policy and training .