

# Philadelphia First Methodist Church

## Associate Pastor Job Description

Position Description: Associate Pastor of a Global Methodist Church.

Status: Full-Time

Benefits: Health Insurance, Pension, Continuing Education Funds

General Purpose of Position: S/He will be expected to work with the Senior Pastor and Staff in order to make disciples for Christ and fulfill the mission of Philadelphia First Methodist Church.

Supervision: S/He will report to the Senior Pastor and the Staff-Parish Relations Committee. The SPRC will provide an annual evaluation of the Associate Pastor's performance and meet with representatives of Committee throughout the year. S/He will operate with considerable independence within areas of responsibility described below. S/He are subject to the Global Methodist Church Book of Discipline and Doctrine, and local church polity as determined by the church committee(s) with authority over the ministry area involved.

Organizational Relationship and Ministry Supervision:

- The Associate Pastor reports to the Senior Pastor for spiritual and ministry guidance.
- S/He shall coordinate with the Senior Pastor and assist in the visitation responsibilities of the pastoral team, as needed, and share updates and special needs with the pastoral team.
- S/He works with other staff and ministry leaders to ensure they receive appropriate development and training, provides necessary support, and connects leaders throughout the church.
- S/He manages the ministry and directs the volunteers dedicated to serving various ministries for which the Associate Pastor carries primary responsibility in congruence with the Senior Pastor.
- S/He in conversation with Senior Pastor and SPRC will provide spiritual leadership for staff and entire church.
- S/He will remove the Senior Pastor from any administrative burdens of the ministries by directing business operations of these groups.
- S/He will assist in worship which may include preaching, and other duties as needed.
- S/He will network with local churches to develop partnerships.
- S/He will be responsible and subject to the Global Methodist Church polity and doctrine as determined by the Senior Pastor and SPRC.

- S/He will take on Senior Pastor responsibilities when Senior Pastor is out.

Qualifications and Aptitudes:

- S/He must embrace Christian discipline and GMC theology and doctrine.
- S/He must have a bachelor's degree, and working or have a Mdiv from an approved seminary.
- S/He must have vision and demonstrated ability to plan, develop, coordinate, manage and implement ministry within the local church context.
- S/He must have excellent written and verbal communication skills, conflict management skills, and computer skills.
- S/He must possess a proven ability to work effectively with others within a congregation, diverse individuals, and teams of volunteers.

First Methodist Church is located at 563 East Main Street, Philadelphia, MS 39350.

Contact information:

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