



ANCHOR
— CHURCH —

Associate Pastor (AP) Job Description

Job Overview

The AP is, first, a pastor given by Jesus to this church to equip Anchor's saints for the work of the ministry (Ephesians 4:11-12). The AP's ministry is to teach, train, and encourage others in the midst of his ministry under the leadership of the Lead Pastor (LP) and the Pastoral Team. The AP's areas of responsibility will be complementary to the work of the Lead Pastor and other staff members and will focus on cultivating and championing a culture of gospel-centered, spiritual formation.

Job Mission

The Associate Pastor's mission is to cultivate and champion a culture of Bible-fluent, gospel-centered, spiritually-formed Partners ("partner" is our term for "member").

Job Summary

The Associate Pastor will achieve the above mission primarily by:

- investing in the spiritual formation of Anchor's partners through the oversight and care of Anchor's core volunteer leaders (Deacons, Community Group Leaders, and Ministry Team Leaders)
- joining the Preaching Team (up to 25% of Sunday morning worship gatherings)
- teaching on various subjects in a variety of environments

Job Description

Spiritual Requirements:

1. The AP must demonstrate a commitment to personal gospel formation in all areas of life
2. The AP must demonstrate a shepherd's heart in home and church
3. The AP must be an invested, active Partner of Anchor Church
4. The AP must be someone who cherishes the gospel, enjoys God, loves people, and is passionate about the local church
5. The AP must be a self-starter and motivated by a strong work ethic

Pastoral Requirements:

1. The AP should meet the biblical qualifications of an Elder (i.e. 1 Timothy 3, Titus 1)
 2. The AP should be an able teacher—someone who knows and loves the Scriptures and is skilled at communicating them in diverse settings
 3. The AP should excel in matters of pastoral care, teaching, intentional oversight, and delegation
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Cultural Requirements:

1. The AP must align with Anchor's Statement of Faith as well as understand, support, and protect Anchor's mission, vision, values, and culture
 2. The AP must be "all in" demonstrated by regular attendance and participation in the corporate gatherings of the church with family (if applicable), including active involvement in a Community Group
 3. The AP must value Life-on-Life Discipleship, be skilled at meeting with people 1×1 (and mobilizing others to do the same)
 4. The AP must be someone who desires for every Partner to be known, cared for, and mobilized to follow Jesus—and who believes that pastors/elders are called by God to shepherd the church toward health, not just govern and oversee programs
 5. The AP must be someone who can have clear and honest communication with staff members and volunteers while maintaining a humble, shepherd's heart
 6. The AP must be someone with the ability to be fun and have fun
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Division of Labor

50% - Mobilize & Care

Pastors/Elders

- Manage the Leadership Huddles (intentional time of discipleship/care for elders and wives)
- With Lead Pastor (LP), develop elder meeting agendas each month
- With Communications Director, send monthly Resource Roundup (email that equips partners with practical tools to walk faithfully with Jesus)

Partners

- With Administrative Director, keep rolls updated on a monthly basis
 - Keep the pastoral team up-to-date on rolls and facilitate pastoral prayer through the rolls
 - Oversee the Elders' Anchor Care Groups (these groups represent all of Anchor's Partners divvied out amongst the elders)
- Oversee partnership process
 - Foster a culture of meaningful partnership

- Monitor all applications
- Facilitate all interviews
- Facilitate the assimilation of new partners into the life and mission of the church and discipleship systems

Deacons + Ministry Team Leaders (MTLs)

- With LP, identify Deacon/MTL needs
- Identify, recruit, mobilize, and deploy new Deacons and MTLs (and cultivate a culture of the same in lay leaders)
- Oversee all deacons + MTLs through:
 - Meeting with each 1x per quarter for care and prayer
 - Ensuring each has the training, resources, and encouragement needed to serve effectively
- With LP and staff, ensure care and mercy are delegated in matters of crisis or need
- Oversee Men's and Women's Ministry
 - With LP, select or approve curriculum for teachers and leaders

Community Groups

- Identify, recruit, mobilize, and deploy new Community Groups and Community Group Leaders (CGLs)
- Meet with each 1x every quarter (can delegate some to other pastors)
 - Lead our CGLs to identify and pursue absent partners
 - Create and execute a similar plan for all partners that aren't CG members
- Cultivate an environment of regular, efficient CG multiplication and a pursuit of spiritual formation

General Pastoral Duties

- Attend and contribute new ideas and perspective in staff and elder meetings
 - Consistent Prayer - a portion of the 40 hours should be intentionally set aside for prayer
 - Consistent Reading - translate new knowledge into ideas for progress that are brought before the staff and elders
 - Preach and teach in multiple environments, including Sunday Worship Gatherings (20-25% of Sunday morning preaching)
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25% - Facilitate Student Ministry

Visionary

- Develop and sustain [this youth discipleship strategy](#)
- Promote the mission and vision of the church with youth
- Evaluate and select teaching materials and discipleship strategies

Volunteer Development

- Recruit, develop, and mobilize volunteer student ministry leaders
- Like a coach, create a team atmosphere amongst the student ministry team

Core

- Be acquainted with the personal lives of the young people (either directly or through other student ministry leaders)
 - Oversee a well-planned, carefully balanced program throughout the year coordinated with the church calendar of events. Create regular events and opportunities that particularly feature mercy, discipleship, and outreach.*
 - Coordinate mission trips every 1-2 years (stateside and foreign)
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25% - General Pastoral Duties

- Attend and contribute new ideas and perspective in staff and elder meetings
- Consistent Prayer - a portion of the 40 hours should be intentionally set aside for prayer
- Consistent Reading - translate new knowledge into ideas for progress that are brought before the staff and elders
- Preach and teach in multiple venues, including Sunday Worship Gatherings (20-25% of Sunday morning preaching), and smaller teaching environments

**each duty with an asterisk can (and, perhaps should) be delegated*

Self-Care

As part of his job, the church expects the AP to keep a close watch on his own soul per 1 Timothy 4:16. With the help of the Pastoral Team and church body, it is our desire that the AP understands well the following truths, meditating on them consistently (through Bible reading and prayer) as an encouragement to his life and ministry:

- He is a child of God. (John 1:12; Matt 3:17)
- He cannot be separated from the love of Christ. (Rom 8:38-39)
- While leading the church, he is still a beloved member of the church. Everything we experience, we experience together. (1 Cor 12:12-27)
- He is not performing; he is being transformed. (2 Cor 4:16)
- He is free from condemnation. (Rom 8:1)
- He does not build the church; Jesus does. (Matt 16:18)