

Commerce First Methodist Church – Position Agreement

Job Title: Associate Minister

POSITION PURPOSE

- Assist pastor with church duties
- Help disciple and grow the congregation
- Work with outreach & mission ministries
- Help organize and set up church functions
- Deliver the sermon periodically and/or as needed
- Visit and be present in the lives of our congregation, in celebration and in need.
- Help oversee / serve on committees
- Administrate and serve with the youth and children programs
- Continue to grow in the Christian faith with our pastor, congregation, and church

ESSENTIAL DUTIES include the following. Other duties may be assigned.

I understand that in this role, I will be accountable for the following:

- Assist with Pastoral duties
- Work as part of the team to achieve internal and external key success metrics.
- Expand Commerce First Methodist Church's presence in the community.

ADDITIONAL RESPONSIBILITIES

I understand that my success in fulfilling this position will be based on the following:

1. Assist with establishing goals and key performance indicators (KPIs)
2. Resolve congregational issues
3. Assist staff with known and planned group events and services
4. Administratively take charge of our children and youth volunteers. This includes acolytes in worship and working within church committees like GROW (which oversee both volunteers and events). That would mean scheduling, training up, and credentialing as necessary through Safe Sanctuary, etc.
5. Be visible and present to any new visitors at worship or church functions and work closely alongside greeters. This includes answering any questions, needs, or inquiries afterwards.
6. Plan, develop, and carry out several multi-generational activities and programs across the congregation. Evaluate and document for posterity and progress.
7. Lead and organize church missions.

SUPERVISORY RELATIONSHIPS:

Reports to: Joshua Carr (Head Pastor)

Skills and Experience

- Master of Divinity preferred / college degree required
- Self-starter able to work with team to develop “Best in Class” organization for aggressive growth.
- Physically be able to perform tasks required of job.
- Ability to develop and foster teamwork.
- Effective oral, written, and presentation skills.
- Sound theological understanding and dependency on Scripture
- Able to manage multiple concurrent tasks through effective organization and time management.

Demonstrated Behaviors/ Attributes

1. Exhibit a high level of integrity.
2. Strong knowledge of Scripture
3. Team player
4. Willingness to work with others to meet needs.
5. Demonstrates superior work ethic.
6. Possesses a can do and positive approach to their work.
7. Turns problems/issues into opportunities for success.
8. Demonstrate courage.
9. Attacks opportunities with vigor.
10. Possesses high energy level.

NON-NEGOTIABLES

I understand that to hold this or any other position within the church I must possess and demonstrate the following key behaviors and traits:

- Work to give God Glory and honor in all we do
- Be honest and transparent and expect the same from other members
- Actively participate in improving processes and eliminating waste
- Focus on positives and eliminate negatives
- Treat all staff and members professionally and with respect
- Maintain balance between work and family