

**JOB DESCRIPTION FOR
ASSOCIATE PASTOR
Covenant Presbyterian Church – Little Rock, AR**

Position Overview:

The role of Associate Pastor (AP) is one that complements the role of the Sr. Pastor, shares in general ministry responsibilities with the Sr. Pastor (SP), and will be responsible for particular ministries all to further the ministry and growth of Covenant.

Qualifications: The candidate must have ...

- A commitment to the Scriptures as the inerrant Word of God and sole authority of life and practice.
- A gospel (grace) centered ministry philosophy is essential.
- A commitment to submit to the Constitution of the Presbyterian Church in America (Westminster Standards and “Book of Church Order”).
- A seminary degree (M.Div.).
- Proven pastoral ministry experience.
- A proven ability to relate to congregants of all ages. Relationship building skills is a must. This implies a love for working with people and an ability to lovingly relate to them "where they are". This position requires a man who is able to disciple others.
- A passion to engage our cultural missionally and redemptively through evangelism and mercy ministry.
- A desire to build and grow a small group ministry.
- An ability to teach the Scriptures from a Reformed and Covenantal perspective in a way that will communicate to our culture is a priority. Theological integrity in all matters of ministry is essential.
- An ability to manage and equip volunteers for ministry both as teachers and leaders is necessary.
- The ability to develop ministry plans and the skills to implement the particulars of the plan. Organizational and managerial skills are important for this position.

Areas of Responsibility:

- Preaching: The AP will share the preaching responsibility with the SP, preaching 10-20 times per year.
- Teaching: The AP will oversee the Coordinators of the Children’s, and Youth Christian Education programs and manage the Adult Christian Education program.
- Pastoral Care: The AP will assist the SP in pastoral care to the congregation.

- Congregational Focus: The AP will oversee and manage ministry to the 20's and 30's age group.
- Worship: The AP will assist the SP in worship planning and leadership.
- Counseling: The AP will assist the SP with counseling needs.
- The AP will oversee and manage assimilation of newer members / guests.
- The AP will oversee and manage the small group ministry.
- The AP will oversee and manage evangelism and mercy ministries.
- The AP will participate in the Session, Presbytery and General Assembly as able.
- Special projects as directed by the senior pastor and / or Session.
- Potential temporary assignment: Oversight of student ministries may be required until a youth director is hired.

Reporting Responsibility:

Monthly reports to the Session are necessary. Administrative reporting responsibility is directly to the senior pastor.

Personal Requirements:

A commitment to prayer, Bible study, leadership of his family if married, a godly life-style that models Christ and a grace-centered approach to life and ministry.

Contact Information:

Pastor Tim J. Reed

Covenant Presbyterian Church
1 Covenant Drive
Little Rock, AR 72211

Email: tjreed@covenantpca.com

501.804.5831 (Tim Reed mobile) 501.228.5903 (office) / 501.228.9537 (fax)

www.covenantpca.com