Associate Pastor Job Description

Purpose

The Associate Pastor will work with the Senior Pastor and the Session to equip the members of Carlisle Reformed Presbyterian Church to glorify and enjoy the triune God of Scripture through worship, nurture, and witness.

Specific responsibilities

- Preach and lead worship weekly during the evening service (once a month during the morning service)
- Administer the sacraments regularly (in conjunction with the Senior Pastor)
- Teach periodically (e.g., adult Sunday School, Membership Class, Officer Training)
- Lead midweek congregational prayer meeting in conjunction with the Senior Pastor and others
- Pray for the congregation regularly and systematically
- Disciple men, practice hospitality, and promote spiritually-intentional relationships within the congregation
- Evangelize the lost and foster a culture of evangelism within the congregation
- Conduct weddings and funerals in conjunction with the Senior Pastor
- Shepherd the congregation in conjunction with the Senior Pastor and the Session both reactively (e.g., hospital visits, counseling) and proactively (e.g., home visits)
- Oversee ministry areas in conjunction with the Senior Pastor and the Session (e.g., adult and children’s Sunday School, small groups, men’s ministry, women’s ministry, missions)
- Attend Session meetings and assist with Session-related duties (e.g., membership interviews)
- Attend Presbytery and General Assembly and serve on committees as able
- Carry out administrative tasks in conjunction with the Administrative Assistant, the Senior Pastor, the Session, and the Board of Deacons
- Pursue further education for spiritual encouragement and professional development as able (e.g., conferences, seminars, online courses)
- Participate in future church planting efforts in conjunction with the Senior Pastor and the Session
- Participate in an annual review by the Senior Pastor and the Session
Associate Pastor Questionnaire

These questions are meant to supplement Part IV of the Ministerial Data Form, “Personal Views and Practices.” Please answer each in 1–2 concise paragraphs.

1. What books and authors have most shaped you and your philosophy of ministry?
2. If you are married, how do you seek to nourish and cherish your wife?
3. Describe your wife’s persuasion of your call to the ministry. How does she feel about being a pastor’s wife?
4. If you have young children, how do you seek to bring them up in the nurture and admonition of the Lord? If you have grown children, how do you seek to nurture their relationship with the Lord?
5. Describe in detail your practice of private worship.
6. What are your hobbies and special interests?
7. What is the role of the law in the life of the Christian?
8. How does the regulative principle inform your views on corporate worship?
9. What are some things we might not like about you if we knew them (theological views, personal weaknesses)?
10. What makes for a good sermon?