

# Community of Christ

## FIELD STAFF POSITION DESCRIPTION FORM

Position Title: Associate Pastor

Status: Full-Time

Mission Center: Prairie Bluffs

Classification: Executive Minister

**This position is within the currently approved budget.**

Grade: Field Specialist

**Position Summary:** The Associate Pastor of the Council Bluffs Central Congregation works in cooperation with the Pastor to guide and direct the congregation in fulfilling our call from God. The Associate Pastor provides leadership for self-sustained ministers and leaders by helping to determine goals, suggesting possible new ministries, providing instruction, mentoring, and assisting the Pastor in ministering to the priesthood.

**Work Experience:** 3-5 Years

**Education:** Bachelor Degree

### Qualifications Include:

1. Bachelors degree or equivalent
2. Passion for and testimony of Jesus Christ
3. Melchisedec Priesthood member in the Community of Christ
4. Dynamic leadership and communication skills
5. Experienced in various areas of congregational leadership including Evangelism, Pastoral Care, Worship, Youth Ministries, Finance, Discipleship Formation and World/Community Outreach
6. Experienced in continuous, prayerful discernment for him/herself as well as the corporate body
7. Knowledge of or experience in community engagement (e.g. schools, social service organizations, healthcare organizations, etc.) as well as ecumenical work
8. Strong organizational skills
9. Experienced and dynamic speaker
10. Self-starter
11. Committed to continuing education and spiritual growth including willingness to participate in Meads Program
12. Outreach oriented

**Competencies and their descriptions are found at the end of this form.**

Select 5-8 competencies – There are six options for each set of competencies.

### Key Competencies Include:

(1-23):	1-Action Oriented	(1-23):	3-Approachability
(1-23):	10-Compassion	(1-23):	11-Composure
(1-23):	22-Ethics and Values	(1-23):	17-Decision Quality
(24-47):	29-Integrity and Trust	(24-47):	33-Listening
(24-47):	36-Motivating Others	(24-47):	39-Organizing
(24-47):	27-Informing	(24-47):	None
(48 -68):	50-Priority Setting	(48 -68):	60-Building Effective Teams
(48 -68):	64-Understanding Others	(48 -68):	65-Work/Life Balance
(48 -68):	None	(48 -68):	None
(204-271):	206-Self Starter	(204-271):	205-Scriptural/Theological Knowledge
(204-271):	207-Pastoral Care	(204-271):	219-Developing Others
(204-271):	215-Ministerial Focus	(204-271):	268-Preaching and Presenting

### Primary Responsibilities Include:

1. Work in cooperation with the Pastor to discern and guide the congregation in accomplishing God's mission for CBC.
2. Speak as required in the congregation and community
3. Provide leadership, training, spiritual guidance and encouragement to self-sustained priesthood

members, congregation and community volunteers

4. Along with the Pastor and other priesthood members, provide ministry to members and friends in hospitals, nursing homes, retirement facilities, etc.
5. Meet regularly with the membership and friends in order to encourage fellowship and build relationship with one another
6. Help to maintain a healthy financial environment for CBC by working closely with the Pastor and Finance Committee
7. Taking an active leadership/ministerial role in current ministries such as Pages for Peace (a reading program for first and second graders with an additional focus on Peace ministries), Time for Teens (an after school ministry for Jr./ Sr. High students incorporating spiritual growth, educational and recreational activities), Community of Helping Hands (a ministry designed to provide an opportunity for elementary school aged youth to learn age appropriate life skills, crafts, bible study and peace and justice ministries through small group learning centers), Solid Rock Café, Young Women's Ministry, Ladies night, Men's night, Men's Basketball, Prayer Service and others.
8. Assist in implementing and coordinating new ministries already in the planning stage such as adult classes on topics like parenting, budgeting, resume' writing, AA, NA, GA, GED preparation, etc., a new worship geared towards youth and young adults and a focused peaceable community effort
9. Visioning new ways that the congregation can reach out to the people of Council Bluffs and make a positive impact on their lives
10. Along with the Pastor, plan and lead monthly Priesthood Prayer Services
11. Along with the Pastor, plan and lead Leadership meetings
12. Meet quarterly and as necessary with the Congregational Board
13. Liaison with community leaders in order to discern real needs in the community as well as seeking a cooperative effort with other churches and organizations
14. Take an active role in the Council Bluffs Ministerial Association

Additional Comments:

**Disclaimer: The above statements are intended to describe the general nature and level of work being performed by staff assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required. All staff may be required to perform duties outside their normal responsibilities, as needed.**