



Job Description

Position Title: Associate Pastor
Reports to: Executive Director
Revised: 12.17.2024

Department: Campus Support
Status: Full time, salaried, exempt

Primary Purpose

The NewPointe associate pastor will contribute to NewPointe's mission of seeing lives changed through Christ by serving campus teams and campus pastors in pastoral care areas and campus follow-up. This role ensures that pastoral care needs across all campuses are met with consistency, excellence, and compassion. The associate pastor is a team player who thrives in a collaborative environment, has a heart for ministry and excels in supporting campus pastors and their teams. This role requires flexibility in traveling to campuses to build relationships, pastoral meetings, and host weekend services as needs arise.

Essential Job Functions/Key Result Areas (KRAs)

- Serve as a central resource for campuses to address pastoral needs, including biblical counseling, hospital visits, crisis response, and life event officiations (weddings, funerals).
- Follow up with assigned pastoral workflows within 48 hours
- Oversee and support follow-up processes for prayer requests
- Oversee Life Events groups and volunteers including pre-marital, GriefShare, DivorceCare as needed
- Meet with campus pastors on a consistent basis to understand challenges and need for support
- Collaborate with CST and campus teams to develop and deliver workshops, retreats, and resources
- Assist with special projects and initiatives that further NewPointe's mission
- Ability to travel and host weekend services at a campus to cover vacations and/or time off
- Other duties as assigned.

Position Requirements

- Recruit and lead volunteers.
- Strategic Thinker – Intrinsically motivated to look for ways to improve and able to ask questions for understanding and advancement of ideas/concepts.
- Talent Scout – Naturally identifies and recruits people into areas of service that best meet their giftset.
- Quality Manager - Ability to identify problems, find solutions, and improve systems.
- Cheerleader - Able to effectively communicate in a vision casting, host, greeter, mentor and managerial setting.
- Team Builder - Ability to build teams, equip and empower leaders, and hand off ministry effectively. Able to work through conflict.
- Communicator - Ability to communicate clearly and concisely, both orally and in writing.
- Proficient in Microsoft applications such as Word, Excel, and Outlook.
- Coachable and takes direction well.
- Able to multitask effectively
- Able to work independently, as well as with a team.

Qualifications

Education: College degree (seminary preferred) or higher

Experience: Minimum of five years related experience in leading at high levels in a growing church of at least 2,000.

Licenses: Ministerial license (ordination preferred) and license from the State of Ohio to perform marriage ceremonies. Commissioned status may be granted upon hire and licensure to perform marriage may be acquired within 12 months of hire.

Must possess a valid driver's license.

NewPointe Community Church expects pastoral functions to be performed in this position, which may qualify the employee to claim a housing allowance. Please refer to the Housing Allowance Policy for more information on qualification and procedure for requesting the housing allowance. Pastoral functions expected in this position include ...

1. Administering the sacraments (i.e. baptism, communion, dedication, marriage)
2. Conducting religious worship
3. Having management responsibility at NewPointe
4. Being considered as a religious leader by NewPointe

Physical Activities/Requirements (with or without accommodation)

- Ability to move throughout the facility
- May require long periods of standing or sitting
- Be able to lift 25 pounds and be able to assist in setup or teardown

Personal and Spiritual Requirements

- Professes Jesus Christ as Lord and Savior
- Commitment to personal spiritual growth and healthy lifestyle
- Models standards and expectations of leaders within NewPointe, including ...
 - Tithe (within 3 months of hire). A tithe is giving 10% of your income to the ministry of the local church at NewPointe.
 - Participate in small group accountability.
 - Regular attendance at NewPointe services.

At NewPointe we value working through people to accomplish goals, as well as personally contributing at a level that requires God's help. By maintaining these priorities, we will put ourselves in a position where we can continue to strive for excellence and value, reaching lost people.

ACKNOWLEDGMENT

I acknowledge that I have read the above job description and can perform the essential functions of the position with or without accommodation.

Applicant Signature/Date

Management Signature/Date