

Cornerstone Community Church
7620 SW 21st St – Topeka, KS 66615
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(785) 478-2929

Associate Pastor Job Description

Purpose of seeking an Associate Pastor for Cornerstone:

As a church seeking to follow the New Testament model, it is our desire to develop and train the next generation of leaders. An Associate Pastor is an individual that shares this vision, and is involved in the mentoring of believers, as well as providing oversight for ministries that lead non-believers and believers to new-life and spiritual maturity in Christ.

The “team” concept is critical to our ministry at Cornerstone. The leadership works together to accomplish God’s purposes in our local church and its ministries. The leadership “team” is developed through (1) being unified in the purposes of the Gospel, and our church, (2) receiving and giving affirmation, (3) allowing flex for individual passions, abilities, and spiritual gifts for the edification of the church (4) experiencing positive evaluation and opportunities for growth.

Detailed Description of Responsibilities:

The Associate Pastor must share the vision of the Senior Pastor for the making of disciples and leaders. The Associate Pastor must be a leader of leaders, able to teach, motivate, encourage and challenge leaders in personal discipleship. Associate Pastors are supervised by the Senior Pastor on a day-to-day basis, with job description and qualifications determined by the Board of Elders. This may include oversight of small group ministries, Adult Bible Fellowships, Youth Ministries, and development of new ministries as needed.

The youth ministry at Cornerstone is defined as those from 7th grade to 12th grade. Currently, all youth events combine these grade levels. The Associate Pastor will have the following responsibilities:

1. Keep regular church **office hours** at Cornerstone (8:00am-4:00pm, Monday thru Thursday).
2. Attend the monthly **Church Board meeting**.
3. Attend the monthly **Elder Board meeting**.
4. Chair the monthly **Youth Ministry Team meeting**.
5. Attend the **bi-monthly church Prayer Meetings**.
6. Attend the **weekly Church Staff meeting**.
7. Attend and provide oversight and/or teaching for **mid-week youth group meetings**.
8. Attend **summer camp(s)** as available and serve as counselor for our youth.
9. Attend **Southern District Youth Conference** as available.
10. Provide oversight for **youth mission trips**.
11. Oversee **transportation and registration** for summer camps and Southern District Youth Conference (Senior High or Junior High).
12. Provide oversight and/or teaching for **youth Sunday school**.

13. Attend and provide oversight for **special youth events** (approx. one per month).
14. Work with leadership and office secretary to promote youth and other ministry events the Associate Pastor is in charge of.
15. Practice **visitation** of the youth and adults (as applicable) in the church.
16. **Worship** is an important component of our youth ministry. While not required, we prefer an associate pastor gifted in leading worship.
17. Work with Elders to complete **additional tasks/ministries** as time allows and the LORD leads.
18. Participate in **Sunday morning worship services**. Current leadership is flexible with the Associate Pastor leading elements of the service (could include prayer, leading worship, Scripture reading, or sermon).
19. Oversee teacher recruitment and curriculum for **Adult Sunday school**.

Church Structure and Evaluations:

Cornerstone is structured so that all pastoral staff is evaluated and supervised by the elders. The people at Cornerstone believe that the CEO mentality that is prevalent in North American culture is not consistent with the leadership structure presented in the Scriptures. All pastoral staff undergo a yearly evaluation by the elders.

Theological Orientation:

It is essential that this person be evangelical in theology and in harmony with the Mennonite Brethren Confession of Faith. The theology of ministry must be compatible with that of the Senior Pastor and church leadership

Qualifications:

- The applicant must be a committed **Christian** who has undergone believer's **baptism**.
- The applicant must be of **good character**: a passion for God with integrity in the world, and grace toward all people (1 Timothy 3:7; Titus 2:11-12).
- Must have a commitment to spend time each day in **prayer** and in the **Scriptures**.
- **Experience**: Preference will be given to the applicant who has practical experience in leading youth, leadership training, and adult ministries. Applicant should have a demonstrated ability to develop interpersonal relationships that encourage warmth, healing, discipleship, and builds leadership in people at a variety of life stages.
- **Education**: Seminary training is preferred, with strong Bible base. A college degree is a necessity, preferably from a Bible College or Christian Liberal Arts College. Educational emphasis is preferred in two or more of the following areas: Christian education, small group dynamics, and/or youth ministry with youth culture and youth leadership training.
- **Background Check**: The applicant must pass a KBI background check, and commit to follow Cornerstone's policy for the Safety of Children.
- **Membership**: The applicant must be a member in good standing at their present church, and willing to transfer their membership to Cornerstone.