



## POSITION DESCRIPTION

---

**POSITION TITLE:** Associate Pastor  
**DEPARTMENT:** Family Care & Prayer  
**CLASSIFICATION:** Full-Time, Exempt  
**LEADERSHIP LEVEL:** Director  
**DATE UPDATED:** 3/14/2022

---

### REPORTING RELATIONSHIPS:

**POSITION REPORTS TO:** Executive Pastor  
**POSITION SUPERVISES:** Family Care & Prayer Associate Director, unpaid Prayer & Care Team Members

---

### POSITION PURPOSE:

Responsible for the leadership, development, and implementation of the Family Care & Prayer Ministries in cooperation with the vision of Good News Church. Renders spiritual guidance to church families, leads all Care & Prayer Ministries and provides oversight of department administration.

---

### RELATIONSHIPS:

1. Reports directly to the Executive Pastor.
  2. Supports and provides spiritual guidance to church members frequently throughout each day. Serves as a role model in- and promotes the faith.
  3. Supervises the Prayer & Care Administrative Assistant, Prayer & Care Associate, and Prayer & Care Ministry Team Members.
  4. Coordinates frequently with staff and Directors in other church departments/ministries to support and plan the initiatives and activities of Good News Church.
  5. Interacts with Pastors of other Good News ministries regarding planning of church initiatives and collaboration.
  6. Works closely with Leadership Development Pastor, Connection Director, and Discipleship Director in order to accomplish our four Pillars of Transformation – Connect, Disciple, Empower, and Purpose.
  7. Collaborates with outside Ministry Leaders as needed.
-

8. Connects with the Executive Team as needed for reviews, team building, and in support of Good News Church initiatives.
  9. Utilizes church vendors for projects/events seldom and as needed.
- 

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

### **Ministering (45%)**

- Guides and develops a variety of ministry teams that fall under the Prayer and Family Care Ministry; this includes the Connect Team, Intercessory Prayer Teams, and Deliverance Ministry.
- Strives to meet the daily and ongoing needs of those in the church community. These needs are many, diverse, and vary from person to person. Provides individual attention when necessary; this may include prayer, visits, phone calls, research, or organizing other resources. Follows up with Prayer & Care Associate Director to ensure the needs are being/were met by all teams involved.
- Prays for those who are sick, or for the various needs and challenges of church members and colleagues. Sends out cards of encouragement for those who are going through difficult situations.
- Provides oversight to the daily prayer meetings. Attends as many meetings as possible and brings correction when someone has been out of line during a meeting. Provides prayer points for current events and Church needs when appropriate.
- Leads, facilitates, or oversees the ongoing training for all the leaders and team members in Prayer & Family Care Ministry.
- Assists in leading the Wednesday Night Community Night each week.
- Meets with people who might be interested in going through deliverance. Follows up with Deliverance Team concerning those actively going through the deliverance process and provides answers to questions or concerns.
- Provides visitation as needed at hospitals, homes, and assisted living centers to those who are sick, injured, handicap, or suffering from loss, or illness. Assesses these individuals for potential on-going needs that the Care Ministry Team can meet. Coordinates with Prayer & Care Associate Director to assign team members to these individuals for follow-up.
- Fulfills Pastor of the day roles of helping or talking with any unannounced walk-ins to the church on a given day of the week. Discerning and resolving any needs or conflict that may arise according to the staff handbook.
- Assists with funeral arrangements as needed. Maintains communication with the family, funeral home, Good News Facilities team, and office staff as needed. Ensures the family receives a sympathy card and on-going cards or calls for encouragement and support.
- Utilizes public speaking, teaching, Biblical knowledge, discernment, and leadership skills to preach and lead services as needed.
- Other duties as assigned.

### **Ministry Leadership (40%)**

- Directs the work of the Prayer and Care Associate Director by delegating tasks while providing direction and specification for the work assigned.
- Provides leadership, oversight, and development for those part of the Prayer and Care Ministry; this includes, but not limited to, Connect Ministry Team, Intercessory Prayer Teams, Deliverance Ministry, Prayer Ministry Team, and Family Care Team.
- Oversees Connect Ministry during Sunday and Wednesday services. Ensures team leaders receive the proper information to equip and train new team members.
- Provides oversight of the Intercessory Prayer Teams. Communicates with the Intercessory Prayer Team Coach, with team members, and leaders regarding current prayer concerns for the church, city, state, nation, Global workers, and the nations.
- Promotes and assists in the leadership development of the Prayer & Family Care Associate Director, and the Prayer & Family Care Team Leaders.
- Takes responsibility for department goals, expectations, and timely completion of work.
- Oversees all areas of Deliverance Ministry, including training, Pre-Deliverance Group, and the Deliverance Session. Follows up with the Deliverance Team and as well as After-Care group. Meets with the Deliverance Development leaders to provide ongoing training for the Deliverance team. Meets with team members when they have any questions or concerns before or after the deliverance.
- Provides oversight and leadership for the Evangelism outreach teams.
- Leads various meetings to ensure the success and effectiveness of the Prayer and Family Care Ministry. Meets with teams on an on-going basis to develop, answer questions, problem solve, provide resources, give guidance, and share information.
- Monitors performance of those on the various Prayer and Family Care Ministry teams and develops them by providing consistent, regular feedback. Provides positive recognition of team members.
- Participates in the recruitment and hiring process for the Prayer & Family Care Associate Director, as well as for various unpaid team members and leaders as needed.
- Provides training to those under the Prayer & Family Care umbrella regarding the department's procedures, expectations, and specifics regarding each team.
- Participates in the discipline process for Prayer & Family Care team members, following the church's established termination guidelines and procedures.
- Facilitates own professional and spiritual development through prayer, Bible study, reading other relevant publications, and attending trainings/events as needed.
- Other duties as assigned.

### **Ministry Administration & Representation (15%)**

- Follows communication systems and processes to assure information regarding the Prayer & Family Care Ministry flows appropriately throughout the organization.

Maintains communication with other ministry leaders to ensure those involved are consistently on the same page.

- Monitors and responds to emails and calls, providing prompt responses to internal and external stakeholders including Church Members/Attendees.
- Equips the various church and community leaders with the relevant support, information, and guidance as pertains to own strengths, knowledge, and department resources.
- Attends various relevant church and department meetings, lunches, and trainings.
- Prepares and sends birthday cards to those who are part of the Prayer & Family Care Ministry teams.
- Collaborates with outside church ministry leaders as needed.
- Prepares and oversees the Prayer & Family Care Ministry budget, confirming all purchases within the Ministry's budget along with setting, overseeing, and adjusting any budget line items and estimates.
- Other duties as assigned.

---

**KNOWLEDGE, SKILLS & ABILITIES:**

**EDUCATION / CERTIFICATION:** Associate's Degree in Biblical Studies (or similar), or significant non-accredited training from a respected religious studies institute, or an equivalent combination of education and experience.

**EXPERIENCE:** Minimum 5 years related pastoral experience. Progressive ministry leadership responsibility. Experience managing others, preferred. Experience with a people management software is helpful.

**KNOWLEDGE/SKILLS / ABILITIES:** Effective verbal and written communication skills, to include public speaking/teaching/presenting skills as well as listening skills. Ability to organize and prioritize work with flexibility and adaptability to changing priorities. Ability to teach, lead, and counsel others. Excellent time

management skills. parents. Bible and doctrine knowledge. Intermediate computer skills.

**LEADERSHIP ATTRIBUTES:** Doer, Teachable, Spiritual Velocity, Influencer, Spirit Led, Team Player, Developer, Strategic, Listener, Communicator, Multi-Tasking and Team Builder.

---

### **EVALUATION:**

New Hires are evaluated on a 30-60-90 day basis. The evaluation of work performance will be ongoing, will be carried out by the Director or Pastor to which the position reports, and will include the specific duties and responsibilities of this description plus employee attitude and general working behavior. Formal evaluation will normally be performed annually, typically early December, but may be instituted at other times by the Executive Team as needed.

---

### **WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:**

The work environment characteristics described here are representative of those an employee would encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the work environment characteristics are typical of that of normal office working conditions. The noise level in the office work environment is usually quiet while noise levels may be moderate in the classrooms or at events.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this Job, the employee is regularly required to sit. The employee will use hands to handle, feel, type, and work with typical office equipment. The employee is required to talk and hear; to communicate, converse, discern, convey, exchange information, and to hear normal conversation.

---

### **SALARY:**

The salary for this position is negotiated between the individual and the Executive Team using approved methods such as a combination of Market rate for a comparable position, wage/payroll surveys listed in Church/Denomination publications, and what existing employees in the same classification are earning.

---

**DISCLAIMER:**

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded.

Knowledge, skills and abilities included have been determined to be the minimal standards required to successfully perform the duties of the positions.

In no instance however, should the duties, responsibilities and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodation will be made which may impose undue hardships on the organization.

Job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees may be terminated for any reason not prohibited by the law.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Employer Signature: \_\_\_\_\_

Date: \_\_\_\_\_