

JOB DESCRIPTION

Associate Minister of Involvement

The Associate Minister of Involvement will work directly under the oversight of the Senior Minister, and be responsible to the elders of New Life Christian Church. The AM shall be responsible for overseeing and coordinating the Outreach and Involvement Ministries of the Church. The AM shall have the freedom to pursue new areas of ministry as opportunities and needs develop. Their work is to be planned in conjunction with the overall plans and objectives of the church as set forth by the elders. Attendance of the AM is expected at services of the church, i.e. worship, elder meetings, retreats, social functions, and should participate in the life of the congregation.

QUALIFICATIONS

1. Possess a bachelor's degree from an accredited Bible college or university. It would be considered a plus if the candidate graduated from a Restoration Movement college.
2. A minimum of three years of experience as a ministerial staff member.
3. Past church and character references provided to New Life.
4. Doctrinally sound as revealed in the Scriptures and a personal relationship with Jesus Christ as Savior and Lord.
5. A person of Christian character who has a servant heart and an attitude that exhibits integrity to others.
6. Training and experience in church membership involvement, administration and organization, especially in the areas of membership involvement and community outreach.
7. Ability to teach and train others with a positive and enthusiastic attitude.
8. Communication and public relations skills.
9. Has a commitment to full-time ministry.

MINISTERIAL DUTIES

1. Support and promote the total ministry of the church and attend all church-wide functions.
2. Assist the Ministry Staff in planning special days throughout the year.
3. Attend all joint staff meetings, and make periodic reports to the elders.
4. Participate in personal visitation (hospital, shut-in, evangelistic, members).
5. Substitute for Senior Minister in his absence (preaching, teaching, calls, office management, etc.)
6. Be available for counseling, weddings, funerals, and baptisms as needed.
7. Maintain regular office hours (to be determined by Senior Minister).
8. Maintain adequate records and correspondence files.
9. Be available to perform other duties as outlined by the Senior Minister and the elders.

INVOLVEMENT MINISTRY

1. Oversee the various ministries of New Life Christian Church under the direction of the elders.
2. Assist the ministry group leaders in recruiting and training volunteers for their respective ministries.
3. Meet periodically with the individual ministries to help establish policies and guidelines, and provide assistance when needed.
4. Assist the ministry group leaders in promoting and publicizing their ministry activities.
5. Encourage the involvement of all New Life members and regular attendees in the ministries of the Church.
6. Assist in developing leadership through leadership training programs.
7. Assist all members in discovering their unique spiritual gifts.
8. Recruit and train volunteers to serve in the areas of their interests and abilities.
9. Develop other programs to stimulate the overall growth of the church.

For answers to additional questions or to submit an application and resume please contact:

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