

# Holy Cross Lutheran Church O'Fallon, Missouri

## Associate Pastor Job Description

### Primary Responsibility

To work with and assist the Senior Pastor to Shepherd in proclaiming the Gospel, administering the Sacraments, and providing administrative leadership in carrying out the daily, ongoing ministries of Holy Cross Lutheran Church.

### Qualifications

- Professes and adheres to the Confessional Standards as articulated in the Holy Cross Constitution, Article 3
- Certified by and a member in good standing of the Lutheran Church – Missouri Synod
- Possesses the Biblical requirements of a Pastor
- Called by the congregation
- Skillful exegete and effective preacher of Law and Gospel
- Ability to work in a team, collaborative setting
- Ability to work with and relate well to all people
- Proven leadership skills
- Effective in oral and written communication skills
- Has educational training and the skills and ability to offer effective pastoral care and counseling
- Has the desire and/or experience to organize and facilitate evangelism, missions, and the instruction and assimilation of new members.
- Has integrity, honesty and is hard-working

### Responsibilities

- 1) Proclaim the Gospel and administer the Sacraments, providing leadership in public worship
  - a) Assist in providing a sound Bible-based preaching and teaching ministry
  - b) Teach, preach, and lead worship regularly
  - c) Conduct funerals, weddings, and special services as needed
- 2) Care for the people under his spiritual charge
  - a) Assist the Senior Pastor to carry out the vision for pastoral care, counseling, stewardship, evangelism, and assimilation ministries
  - b) Provide spiritual counsel for Holy Cross members including private confession and absolution
  - c) Call on and commune shut-ins on a regular basis
  - d) Make hospital calls as needed
- 3) Provide advisory leadership in the congregation's overall program
  - a) Assist the Senior Pastor in planning and leading of worship, including administration of the Sacraments
  - b) Assist the Senior Pastor in creating a clear vision and plan for the future of Holy Cross's ministry

- c) Assist the Senior Pastor with adult education within the congregation
  - d) Be an advisory member of all authorized groups, belonging to his administrative areas as assigned by the Senior Pastor, within the congregation of which he is not rightfully a voting member
  - e) Regularly attend staff, Board of Elders, and Council meetings
- 4) Support the total ministry of the congregation so that all members are edified by Christ
    - a) Encourage and nurture spiritual development and maturity
    - b) Provide clear doctrinal instruction and leadership as articulated in the Holy Cross Constitution, Article 3
    - c) Assist the Senior Pastor with scheduling, organizing, recruiting leaders, and overseeing adult education within the congregation
    - d) Assist the Senior Pastor with teaching adult confirmation and new member orientation
    - e) Teach youth confirmation classes
  - 5) In the name of the congregation, cooperate with all professional church workers and staff
    - a) Work collegially with and encourage the staff in carrying out their responsibilities
    - b) Evaluate, with other called ministers of the congregation, the time, talent and treasures of her members, and facilitate assimilation
    - c) Provide input to the hiring and dismissing of support staff
  - 6) Such other duties as may be assigned by the Senior Pastor, Board of Elders, or Church Council
  - 7) Discharge faithfully all other duties that the Holy Scriptures lay upon the office of the ministry

**Accountability**

The Associate Pastor is accountable to the Senior Pastor for day to day parish activity

The Associate Pastor is accountable to the Senior Pastor and the Board of Elders in areas related to the spiritual functioning and health of the congregation

The Associate Pastor is accountable to the congregation’s official voting body through the Senior Pastor, the Board of Elders, and the Church Council

***I acknowledge that I have received, read, and understand this document as it represents the character and duties of my position at Holy Cross Lutheran Church, O’Fallon, Missouri.***

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Associate Pastor

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Chairman, Board of Elders

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President, Church Council