

**Associate/Administrative/Executive Pastor  
New Life Christian Church  
Job Description**

**Apply by emailing:** [kraig@newlife-christian.org](mailto:kraig@newlife-christian.org)

**Objective:**

The Associate Pastor shall work with the Lead Pastor and Elders to coordinate the ministries of the church through oversight of volunteer leaders, support staff, schedules, facilities, systems, and resources. Also will be responsible for implementing and leading a discipleship process/program across all demographics and overseeing First Impressions and Men's Connect.

**Qualifications:**

- Committed follower of Christ.
- Outgoing and Self-Motivated
- Ability to recruit, manage, encourage, and lead volunteer teams.
- Able to be a positive and compatible member of our ministry staff.
- Desire for spiritual growth and learning.
- Strong interpersonal and communication skills.
- Highly organized and familiar with leading and implementing systems.
- Ordained in a Christian Church/Church of Christ
- Ministry and/or Management Experience Preferred
- Bachelor's degree Preferred
- Will become a member of NLCC if not already.
- Can pass a background check.

**Responsibilities:**

- Lead in implementation of discipleship process/program across all demographics.
- Oversee Church Calendar including staff schedules and vacation.
- Oversee Pastoral Care System for elders and all pastoral staff.
- Manage facilities use/scheduling/maintenance.
- Identify and track measurables: attendance/giving/groups/serving.
- Lead and implement strategies for volunteer recruitment/retention.
- Coordinate centralized volunteer scheduling for all applicable ministries.
- Create and implement systems as needed for NLCC as a whole, staff, volunteers, and within ministries.
- Oversee all aspects of the First Impressions Ministry and Men's Connect.
- Preach 8-10 times each year.
- Weddings and Funerals as requested.

**Working Relationships:**

- Directly responsible to the Lead Pastor.
- Attend weekly Staff Meeting.
- Keep flexible, but regular office hours.
- Be in an Adult Life Group.
- Attend monthly Church Council meeting.
- Attend Next Steps Gatherings.
- Attend Elders Meetings as requested.
- Full-Time Role: approx. 40 hours/week, compensation based on experience/qualifications.

**Other Expectations:**

Other duties as assigned.