

Associate Pastor

Job Description

Updated May 15th, 2023



Job Overview:

The Associate Pastor provides oversight to the Finance, Facilities and Human Resource departments at GateWay Church of Visalia. They are responsible for helping execute the Lead Pastor's vision of for the church and church staff.

Lifestyle Expectations:

- Profess faith in the Jesus Christ and spend regular time talking with Him and reading His Word.
- Continue to grow spiritually and professionally through reading, listening to training resources, taking classes and attending conferences and seminars.
- To personally pursue a maturing relationship with Jesus Christ and to set a Christ-like example in words and actions for the congregation, both young and old alike.
- Refer to employee handbook for further additional policies and procedures.

Experience:

- Proven work experience as an Associate Pastor or Lead Pastor.
- An evident relationship with Jesus Christ is required.
- Demonstrated leadership skills as outlined in the Bible.
- Outstanding organizational skills.
- Strong people skills to work with staff members across the church.
- A Masters degree of Divinity preferred.

Primary Responsibilities:

- Oversee the Finance operations and Department which includes the bookkeeper and Financial Integrity Team.
- Oversee the Facility operations and Department which includes the Facilities Director and Calendar Team.
- Oversee the Human Resource operations which includes employee policies, employee benefits, new hire administration, and conflict resolution.
- Foster lasting relationships within the church.
- Monthly reporting to the deacon board.
- Teach and preach as assigned by Senior Pastor.
- Participate in church wide events such as Christmas Carnival, Easter Egg Hunt, VBS, Volunteer Appreciation, Stick around Sunday, Ministry Fair.
- Other tasks as assigned by Supervisor.

Communication:

- Participate in staff meetings, trainings and chapels, providing up-to-date information about ministry.
- Keep the Lead Pastor thoroughly informed of accomplishments, concerns and future plans.
- Maintain excellent relationships and open communication with all staff.
- Clearly communicate ministry direction, event details and opportunities for involvement with the church.

Hours:

- Full-time. \$80,000/year with full medical and dental benefits for family.

Email Resume to LAinsworth@gatewayvisalia.com