

West Side Church of Christ  
Job Description for Associate Minister

**Title:** Associate Minister

**Full Time** – 40 Hours Per Week

**Supervisor:** Senior Minister

**Purpose of the Job**

- The Associate Minister will work with our Senior Minister and church leadership to help us achieve our purpose of loving and leading people to a life changing relationship with Jesus. The Associate Minister is responsible for moving forward the direction, coordination, and management of the youth program and the churches outreach strategy. This minister will work to oversee activities that help our youth and members grow and mature in their faith while being a significant link to the community.

**Youth Responsibilities**

- Coordinate and participate in the Youth Program (6-12<sup>th</sup> Grade) alongside volunteers, occasional teaching, sourcing curriculum, and other activities.
- Coordinate with the Children's Minister an overall program that creates cohesion for youth of any age.

**Outreach Responsibilities**

- Oversee outreach focused volunteer and service opportunities.
- Actively network and connect with the community, other churches, third parties, and organization that the church has or could have a relationship with.

**Additional Responsibilities**

- Assist the Senior Minister with the annual planning of the preaching schedule.
- Oversee a strategy to help assimilate new Christians and new West Side Christians.
- Fill in preach when the Senior Minister is away or as assigned.
- Oversight of background checks and education for volunteers.
- Attend Church Board meetings to report on assigned duties.
- Be involved in Sunday morning services where needed and desired.
- Provide Progress reports to Senior Minister.
- Perform other duties as assigned.

**Preferred Experience and Abilities**

- Model's a Christ-Centered Life
- Satisfactory Background Check
- BA or BS in Bible/Theology/Ministry from a Restoration Movement College/University
- Passion for spiritual growth and serving our community
- Strong organizational and communication skills along with a demonstration of flexibility when needed.
- Display evidence of continuous development of personal character and competency as well as attention to team chemistry.
- Willing to transfer membership to West Side.



Loving and Leading People to a Life Changing Relationship with Jesus Christ