



4449 Koepfgen Road | Cass City, MI 48726

### **ASSOCIATE PASTOR - JOB DESCRIPTION**

Cass City Missionary Church is a vibrant church located in Michigan's "Thumb" area. We are seeking a team player to join us full-time who is able to help people take steps in Loving Jesus, Loving Others, and Proving It.

The Associate Pastor will give oversight to the children's and/or youth ministry of the church, and assist in other areas of ministry within the church. Oversight will require the seeking, equipping, empowering, and evaluating of ministry leaders for children's and/or youth ministry and outreaches.

#### **General Expectations:**

- Follow the Mission, Values, & Vision of Cass City Missionary Church.
- Attend/participate in CCMC services, activities, and events.
- Is supportive of the Lead Pastor and his direction/initiatives of ministry for the local church.
- Assists the Lead Pastor with ministry needs within the church, including preaching and pulpit fill as needed.
- Maintains a social media presence that is Christ-like and is a good representative of the church.
- Be a good representative of CCMC to individuals in the local community and school system.
- Be an active part in life of CCMC, building connections with folks inside and outside the church
- Participate in Missionary Church Regional functions where applicable and in an effort to benefit the local church.

#### **Reports to:**

1. Church Board regarding position as a whole. Provide the church board with monthly and annual reports.
  - A. Lead Pastor who will supervise day to day operations.
  - B. Coordinates/cooperates with the Children's Ministry and/or Youth Ministry Leadership Team
  - C. Is an advisory member on the church board
  - D. Annual job evaluation by Lead Pastor with Board assistance

**Qualifications:**

1. Be an active follower of Jesus and reflect that in your personal life.
2. A degree in Bible, pastoral, or youth ministry or equivalent, is preferable.
3. Licensed (or in the process of becoming licensed) with the Missionary Church and preferably working toward ordination in the Missionary Church.
4. Agreement with and conformity to the Statement of Faith and Practice of the Missionary Church and the Bylaws of Cass City Missionary Church.
5. Ministry experience (paid or unpaid) is preferred

**Ministry Expectations:**

1. Oversee children's and/or youth ministry, creating an atmosphere of fun ensuring God's word is presented in a way that is relevant for their age and culture, while producing lasting life changes.
2. Be an ambassador for the ministry to the church and community.
3. Recruit, maintain, and seek volunteers within the ministry offering a healthy environment for people to serve.
4. Work with the children's and/or youth ministry to oversee and coordinate ideas and events for the children's ministry.
5. Project, submit, and track an annual budget
6. Communicate and promote activities (dates, time, etc.) to students, kids, parents, congregation, and community through announcements, meetings, church bulletin, social media, mailings, posters, etc.
7. Establish and maintain healthy relationships with local schools.
8. Work with children's and/or youth leaders providing job descriptions, training, and requirements of workers.
9. Build relationships with parents

Please send resume to [ccmc@casscitymc.org](mailto:ccmc@casscitymc.org)  
Contact Pastor Jeremy Woodall for more information  
Church: 989-872-279