

## **Associate Pastor**

### **All Saints Presbyterian Church of Fort Worth, Texas**

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#### **Introduction**

All Saints Presbyterian Church (ASPC - [www.allsaintskirk.org](http://www.allsaintskirk.org)) is seeking a spiritually mature man, called to the Lord's service who possesses a deep passion for the Lord, the Bible, personal ministry, and who has doctrinal views consistent with those of ASPC and the historic reformed faith. Candidates must meet the New Testament requirements for holding a church office as listed in 1 Timothy 3:1-7 and Titus 1:5-9.

The Associate Pastor, as a minister of the Gospel, shall be devoted to the service of Christ and the Church: preaching and teaching the Word of God, administering the Sacraments, and faithfully giving himself to pastoral work. The Associate Pastor will report directly to the Senior Pastor with Sessional oversight, can expect to preach ~30% of ASPC's worship services, regularly share duties leading the congregation in worship, complement the Senior Pastor, Session and Diaconate in providing pastoral care for the congregation and assume most administrative duties.

The Associate Pastor at ASPC will be a salaried position. ASPC is willing to support an Associate Pastor serving part-time (at least 20 hours per week) up to full time (with benefits) based on joint agreement between the candidate and the Session during the interview/hiring process.

#### **Desired Experience and Qualifications:**

- Masters of Divinity, Theology or Theological Studies
- Minimum five years of related ministerial or leadership experience
- References that validate ministerial calling
- Reputation of faithful, peaceable and loyal Christian service
- Demonstration of family (marriage and parenting) faithfulness
- Financially responsible
- Willingness to relocate to DFW and commit to a long-term call

#### **Desired Skills:**

- Biblical exegetical preaching and teaching; Biblical counseling
- Covenantal theology of the Church
- Committed to excellence and able to cheerfully accept direction and exhortation
- Disciplined, prudent and mature oral and written communications
- Administrative, project management and problem solving
- Interpersonal relations; ability to work with diverse persons and/or groups
- Collaboration and team building
- Crisis intervention and conflict management
- Efficient and effective time management
- Church administration, including Information Technology (though not a blogger or internet personality)
- Ability to build partnerships in mission and ministry

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#### **Accountability**

The Associate Pastor will be expected to exercise pastoral, administrative, and representational leadership within the church organization and to serve the needs of the church as identified in this job description or as directed by the Senior Pastor, Session or both. The role and responsibilities of the Associate Pastor may be further refined from time to time as indicated by the needs of the church and by the mutual agreement of the Senior Pastor and the Session, as long as such agreement does not conflict with ASPC Constitution or the terms of the Call.

#### **Areas of Specific Responsibility**

##### **Word and Sacrament** (as assigned)

- Plan and lead worship services and other teaching services of the church.
- Preach and teach the Word of God as written in the Old and New Testaments.
- Call the congregation to personal faith in Christ, to repentance, spiritual growth, service and evangelism through biblically grounded sermons and teaching.
- Prepare congregants for membership in the church, including leading membership preparation class.

##### **Pastoral** (as assigned)

- Embody Christ's example of servant leadership to all congregational leaders and the congregation as a whole.
- Officiate at weddings and provide pre-marital counseling.
- Officiate at services for the deceased.
- Counsel families and individuals of the church, and refer people to outside professional counselors when needed.
- Visit the sick in homes and hospitals; contact prospective and inactive members, inviting them into the community of the church.
- Disciplined and regular Study for improvement in preaching, counseling, teaching, and administration.
- Demonstrate support and encourage participation in missions (Matthew 28:16-20).
- Lead missions trips as needed
- Build relationships and lead in outreach to the community

##### **Administration - The Church**

- Accept and perform administrative duties as assigned by the Sr. Pastor and/or Session. In general, the Associate Pastor will be responsible for the majority of church admin duties. These duties may include: organization of special events, weekly preparation for worship, facility responsibilities, leading church committees, regular congregational communications (web/email/printed/etc), and support of the diaconal ministry.
- Cooperate with local churches in appropriate ecumenical efforts and witness.
- Seek involvement to represent ASPC in other community agencies and programs.

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**Administration - The Session**

- Serve as a member of the Session.
- Support and strengthen the organization and function of the Session.
- Partner with elected church leadership to communicate and demonstrate vision and direction and to support church ministries.
- Participate in the meetings/duties/ministry of the Wycliffe Presbytery (Presbytery).
- Attend Presbytery meetings unless providentially hindered.
- Serve in such capacities as the Presbytery may request or direct (and agreed to by the Session).
- Ensure that the Session promptly receives appropriate reports on the activities of Presbytery following each meeting.

**Relationship of this Job Description and the Call**

**The Call**

- The Call, along with the compensation and benefit package, will be determined by the Session and approved by the congregation according to the ASPC Constitution & By Laws.
- ASPC is a financially sound and generous congregation and will extend and maintain a Call in accordance with 1 Timothy 5:18.
- The Associate Pastor will serve under terms of the Call as approved by the congregation.

**Evaluation and Feedback of Associate Pastor**

- The Session will review and evaluate the work of the Associate Pastor at least annually. Evaluation will be documented in written form and feedback (aimed at improvement) will be formally given to the Associate Pastor.
- The Session will conduct an annual financial review of the terms of the Call, coincident with the annual review above. Changes will be briefed to the Associate Pastor during formal feedback.
- The Senior Pastor and the Session shall review this job description, coincident with the annual review. Changes will be briefed to the Associate Pastor during formal feedback.
- The job description can be amended, replaced, or deleted entirely by a majority vote of the Session.