



## Associate Pastor Job Description

**Expectations:** Along with his devotion to knowing Christ and growing in personal holiness, the Associate Pastor is expected to spend his time across the following areas, along with other duties (at the Presbytery and Synod Level):

1. **Shepherding & Pastoral Care** (40%+): He will serve primarily in pastoral care, sharing duties with and under the guidance of the senior pastor.
2. **Worship** (20%): He will fill the pulpit (between 8-12 times per year, potentially more if we begin an evening service), administer the sacraments, assist in leading liturgy, and lead in corporate prayer.
3. **Discipleship & Outreach** (40%): He will lead men's discipleship opportunities; assist with our Young Adults/Young Families ministries, oversee and aid in our ministry to youth, and have a heart for outreach.

### Duties and Responsibilities:

#### A. Shepherding and Pastoral Care

He shall spend approximately half of his time in and among the flock, so as to ensure that all church members are cared for as the Lord Jesus works through His undershepherds.

1. **Shepherding:** He must come alongside the Elders and know, feed, lead and protect the sheep by being engaged in the life of the congregation through regular presence, care, and involvement in church life, visiting members and supporting them in key life events.
2. **Pastoral Care:** He will be engaged in shepherding visitation, visitation to seniors, shut-ins, and hospital visitation to bring a word of comfort and time of prayer.
3. **Prayer:** He will be in regular prayer for the members of the congregation, the church, and other people and issues as they develop. He will meet with the elders who are available on Monday mornings along with the Pastor and pray for the congregation. He and the pastor will pray together regularly.

#### B. Worship

HARP is committed to the ministry of the Word, sacraments, and prayer in the historic reformed tradition. The Associate pastor will be expected to:

1. **Preach the Word:** When tasked with preaching, we want our associate to preach to us in accordance with these words (on a plaque on our pulpit) from John 12:21, "Sir, we wish to see Jesus," and this statement from our website:

At HARP, we place a high emphasis on preaching. This is because we believe that the sermon is meant to be an encounter with the God who speaks, rather than just a lecture or a popular-level commentary in spoken form. Therefore, preaching is intended to open up God's very Word to us and highlight the emphasis of each passage. You will not find entertainment, political agendas, or social commentary as our focus on Sundays. Instead, our sermons aim to bring you into a deepening relationship with God through

His Word, helping you to know Him better, love Him more, and apply His Word in a way that helps you become more like Christ in every aspect of your life.

2. **Administer the Sacraments:** He will provide support to faithfully administer the sacraments as coordinated with the Senior Pastor.

**C. Discipleship and Outreach:** The Associate Pastor role is to include the following:

1. Come alongside the Discipleship Committee, set a godly example in life and ministry, and help protect the church from moral and doctrinal dangers through wise, biblical oversight.
2. Come alongside the outreach committee and assist in training and vision for reaching Huntersville and bringing people into contact with the gospel and under the means of grace;
3. Participate in the “coffee with a pastor” outreach with the Senior pastor;
4. Actively pursue and lead in other outreach oriented activities to see people brought into contact with the gospel and under the means of grace.