



Heart & Soul Community Church is a growing multicultural, bilingual church. Its vision and mission is to help people find HOPE, BELONGING AND PURPOSE BY LEADING PEOPLE TO CONNECT TO GOD, CONNECT TO OTHERS AND TO SHARE GOD'S LOVE. At this time the church is seeking a full time Associate Pastor to assist the Senior Pastor with the growing needs of the church.

ASSOCIATE PASTOR DUTIES AND RESPONSIBILITIES

The Associate Pastor performs a wide range of duties related to the strategic planning, day-to-day administration and spiritual leadership of the church. He/She works closely with the senior pastor, administrator, ministry leaders, other volunteers and congregation to ensure the church's mission and values are effectively communicated and implemented.

JOB DESCRIPTION: An Associate Pastor's duties and responsibilities include leadership, management, spiritual guidance and community engagement.

- Handling volunteer recruitment, training, supervision, leadership development and other HR-related tasks
- Developing and overseeing ministries and programs including youth ministries
- Overseeing the church's day-to-day operations, including budgets, policies and programs
- Collaborating with other church leaders on strategic planning
- Working with the Senior Pastor to develop sermons and provide spiritual guidance (discipleship process) for the congregation
- Working with community groups to build local partnerships
- Serving as a representative of the church within the community
- Other responsibilities as deemed appropriate by Senior Pastor

Qualities

- Passionate about being a disciple of Jesus and making disciples of Jesus
- Passionate about working in a multicultural, urban setting
- Organized and business-oriented
- Strong people skills to work with both church staff, volunteers, church members
- Servant leader

Skills/Qualifications/Experience

- experience working with youth
- 3 – 5 years of ministry experience
- 3 – 5 years of management or supervisory experience
- English/Spanish Speaking preferred
- Commitment to their faith
- Understanding of theological principles

- Organizational skills, decision-making and problem-solving skills
- Managerial and supervisory skills
- Verbal and written presentation skills
- Interpersonal skills and the ability to foster positive relationships
- Experience with de-escalating conflict in a professional setting, handling difficult and complicated situations

Education:

- Minimum BA/BS Biblical/ministry
- Master's preferred in Biblical/ministry/administration or equivalent experience

Other

- Willing to seek ordination from the Free Methodist church.

Salary/Benefits

- Starting salary 50,000 (which includes housing allowance)
- Pension Plan

Interested applicants email resume to louis@heartandsoulchurch.com