

## **Sr. Associate Pastor / Vice President      Modified**

### **Principal Function**

The Sr. associate Pastor is responsible to the Church to proclaim the Gospel of Jesus Christ, to preach the biblical revelation, to engage in pastor care ministries, to provide administrative leadership in all areas of church life, and to act as the administrator of all operations as directed by the Pastor / president.

### **Principal Function as Business Administrator**

The business administrator is responsible to the church, supervised by the Pastor, for administering the business affairs of the church.

1. Establish and operate an efficient plan of financial record keeping and reporting; develop bookkeeping procedures.
2. Prepare financial information for the Finance & Budget Committees & treasurer of the church.
3. Serve as resource person regarding legal & business matters of the church; study annually the insurance program & make recommendations, if any.
4. Serve as church purchasing agent; approving & processing requisitions & purchase orders.
5. Maintain records on church staff personnel; establish & maintain records of equipment & facilities.
6. Administer church-adopted policies & procedures concerning the use of all church properties & facilities.
7. Assist Building Committee in its relationships with architect, contractors, & others in building remodeling & equipping church buildings.
8. Work with Property & Space Committee in preparing an annual budget of maintenance & equipment needs.
9. Supervise workers in the maintenance & repair of all physical properties; establish & implement cleaning, painting, renovating schedules; operate within approved budget.
10. Supervise the operation of food services.
11. Supervise assigned office personnel.
12. Perform other duties as assigned by the pastor. Several of the duties are usually included in the minister of education's position description when the church does not have a business administrator. Many of the jobs indicate supervision by the business administrator. This would change to office manager, minister of education, building superintendent, or other staff person if there is no business administrator.

### **Sr. Assoc. Pastor Responsibilities**

1. As requested, plan and conduct worship services; prepare and deliver sermons, lead in observance of ordinances.
2. Lead the church in an effective program of witnessing and in a caring ministry for persons in the church and community.
3. Visit members and prospects.
4. Conduct counseling sessions; perform wedding ceremonies; conduct funerals.

5. Assist the Pastor to lead the church in planning, organizing, directing, coordinating and evaluating the total program of the church.
6. Work with deacons, church officers and committees as they perform their assigned responsibilities.
7. Cooperate with denominational leaders in matters of mutual interest and concern; keep the church informed of denominational development, represent the church in civic matters.
8. Administer church-adopted policies.
9. Perform other duties as assigned by the pastor.

#### **SECTION 5.05—ASSOCIATE PASTORS**

Under the direction and guidance of the pastor, the Sr. associate pastor of the church shall assist the pastor in caring for all the administrative needs of the church's various ministries as requested by the pastor.

#### **SECTION 7.8—HIERARCHY OF AUTHORITY**

**(B)** The Minister of Operations shall assist and advise the pastor on all matters relating to the ministry of education. The Minister of Operations shall act as the school board and shall hear all matters and disputes, which may arise out of the ministry of education and shall advise the pastor accordingly. All recommendations of the Minister of Operations board of deacons shall be submitted to the pastor for final approval prior to becoming effective. The Minister of Operations may create and recommend to the pastor school policies for governing the ministry of education consistent with the provisions herein.

Upon the death or resignation of the pastor, the Sr. Associate Pastor assumes the position and responsibilities of Pastor. (Article 5 Sections 5.02)

Directly or through delegation maintain adequate records on the administration and fiscal operation of the agency.

*Each staff member shall conduct himself or herself in a manner that will teach by example the Christian way of life.*