

SECTION D
ASSOCIATE ~~CO-PASTOR~~ PASTOR

1. ELECTION

A ~~Associate~~ **Co-pastor** shall be chosen and called by the church whenever a vacancy in this position occurs, and the Lord leads the church to fill the position. A search team, composed of two deacons, and five other church members not from the same family, will be recommended by the deacons and elected by the church to seek out a ~~Associate Pastor~~ **Co-pastor**. At least two of the team members will be women. The team's unanimous recommendation shall constitute a nomination to the church family. The team shall bring to the consideration of church only one man at a time. His election shall take place at a meeting called for that purpose, of which at least one week's notice shall be given to the church membership. The prospective ~~Associate~~ **Co-pastor** shall not be present at this meeting. An affirmative vote of at least three-fourths of the members present shall be necessary for election.

Before a prospective ~~associate~~ **Co-pastor** is presented to the church for election he shall be given a copy of the constitution and bylaws of this church. If after his review and consideration, he is willing to accept this, he will then be requested to meet the congregation both informally outside of a worship service and formally in a worship service. An election shall take place following his presentation.

2. TERMINATION

The ~~associate~~ **Co-pastor** shall serve until the relationship is terminated by his resignation, or by majority vote of the members present at a business meeting called for that purpose of which at least one week's notice shall be given to the active membership. If the ~~associate Pastor~~ **Co-pastor** is terminated by his resignation, he shall give the church one month's notice, and in case he is terminated by a majority vote of the church, the church shall give him one month's notice and one month's severance pay.

3. REQUIREMENTS

- a. He shall be a fully devoted follower of Christ (John 15:1-11).
- b. He shall meet the scriptural qualifications as set forth in 1 Timothy 3:1-7 and Titus 1:6-8.
- c. He shall be a man called of God and dedicated to the ministry of the Lord Jesus Christ (Jeremiah 1:4-10).
- d. He shall be a man who has displayed faithfulness to the Lord Jesus Christ, is fully devoted to Christ, and loves the people of God (Matthew 25:21; Mark 12:30; Luke 16:10-13; John 13:34-35).
- e. He shall be a man of spiritual discernment and insight (Isaiah 55:8-13; 1 Corinthians 2:14-16).
- f. He shall be missionary in spirit, seeking to lead the church in every area to carry out the "Great Commission" through disciple-making efforts locally, nationally, and internationally (Matthew 28:19-20; Acts 1:8).

- g. He shall be evangelistic in his preaching, visitation, and promotion of the Gospel of our Lord Jesus Christ (Luke 4:18-19; Acts 20:24; Romans 1:16-17; 1 Corinthians 2:2).
- h. He shall possess those qualities of godly leadership that will enable him to effectively administer and give shepherding oversight to the full ministry of the church (Ezekiel 34:1-10; 1 Peter 5:1-5).
- i. He shall be a man who is well acquainted with the work of our denomination and is engaged cooperatively in our denomination at the local, state, and national levels (1 Corinthians 12:14-26; Galatians 1:2b; Philippians 1:27-28; 4:15-20).
- j. The prospective pastor shall be a cooperating Southern Baptist who has been regularly ordained, or is awaiting ordination, to the Gospel ministry (Numbers 27:15-23; 2 Timothy 1:8-11; Titus 1:5).

4. DUTIES

a. General Duties.

- i. ~~He shall serve under the leadership and vision, and in full cooperation and support, of the Lead Pastor (Hebrews 13:17).~~
- ii. He shall serve alongside the Lead Pastor aligning the body to the vision and mission of the church.
- iii. He shall, ~~in the Lead Pastor's absence,~~ give spiritual leadership and guidance to the overall ministry of the church, and to the other members of the Pastoral and Office Staff.
- iv. He shall give spiritual leadership and guidance to the specific area of ministry that is his normal responsibility and to those who serve with him in that ministry.
- v. He shall seek to guide, comfort, and counsel the members of the church in spiritual matters (1 Chronicles 12:32; Psalm 119:11; Proverbs 1:1-7; 2:6-22; 2 Corinthians 1:3-7).
- vi. He shall be, in partnership with the Lead Pastor, a source of counsel, advice, prayer, and aid to all ministry leaders and church officers in carrying out their respective responsibilities (Ephesians 4:11-13), and shall be expected to maintain personal prayer/accountability partner relationships of his own choosing (James 5:16).

b. Preaching and Teaching Duties.

- i. He shall be responsible for the enlistment and the equipping of the saints who volunteer, in obedience to God's call upon their lives, to work in the ministries he normally leads or to which he is assigned (Ephesians 4:11-13).
- ii. He shall be responsible to enlist ministry leaders and workers in the ministries he leads in conjunction with the Nominating Team.
- iii. He shall preach the Word from the pulpit as needed.
- iv. He shall seek to mentor, teach, train, and develop those whom God is calling to vocational ministry, and to provide those individuals with appropriate opportunities for fulfilling their calling.
- v. ~~He shall preach in the Lead Pastor's absence or as called upon to fill the pulpit.~~

c. Ministry Duties.

- i. He shall share with his fellow pastoral staff members the general oversight and care for the spiritual and physical needs and concerns of the church family.
 - ii. He shall, at his discretion, perform wedding ceremonies, funeral services, and other services that he might be called upon to perform in the community at large, or in cooperation with other churches (revivals, mission conferences, etc.).
 - iii. He shall lead, in partnership with the CCBC Missions Pastor, the Church Planters' Roundtable and any church planting emphasis that arises out of that effort.
 - iv. He shall carry out any additional duties the Lead Pastor might assign that are reasonable and necessary.
 - v. He shall meet with the Deacon Body during their monthly gathering for the purpose of prayer, equipping them for ministry, encouraging their ministry efforts, coordinating ministry to the church family, responding to current needs in the church family, and communicating vision and strategy for the future.
- d. Administrative Duties.
- i. He shall give daily oversight, and appropriate attention when and where needed, to the care and repair of the church campus, including buildings and property, in conjunction with the Financial & Administrative Secretary, the Property Team, the Stewardship team as necessary, and in consultation with the Lead Pastor and/or pastoral staff.
 - ii. He shall provide oversight of, and approval for, the use of church property, vehicles, and buildings for non-CCBC-sponsored events such as weddings, funerals, trips, picnics, recitals, family reunions, and other community related events, etc.
 - iii. He shall oversee appropriate church-wide publicity efforts including radio, newspaper, billboards, various community partnerships such as school yearbooks, other fund-raising ads periodically requested, and all similar requests.
 - iv. He shall, if he is also CCBC Student Pastor, serve as a member of the Candies Creek Academy (CCA) School Board.
 - v. He shall give daily oversight to those reporting to him and provide feedback as needed (see flowchart for more explanation).
 - vi. He shall provide annual reviews of all paid personnel to the Personnel Team and give guidance to their annual planning of benefits, salary adjustments, staffing changes, and needed adjustments in job descriptions.
- e. Community and Denominational Duties.
- i. He shall ~~support and assist the~~ work in conjunction with the Lead Pastor's efforts to develop and/or maintain ministry connections and partnerships with like-minded, evangelical, Great Commission churches/believers locally, nationally, and internationally particularly where it serves the purpose of making disciples and advancing Christ's kingdom on earth.
 - ii. He shall ~~support and assist the~~ work in conjunction with the Lead Pastor's efforts to promote the Gospel and influence others for disciple-making, church planting, and Great Commission advance beyond the CCBC family.

- iii. He shall be free to serve in whatever volunteer ministry-related roles the Lord may offer denominationally or within the community of evangelical believers (boards, associations, parachurch ministries like FCA, etc.).

Salary, benefits, and a compensation package will be developed by the Personnel Team and recommended to the Stewardship Team. The approved package, along with this Job Description, shall be presented by the Search Team to the church for their approval when the Associate **Co-Pastor** is presented.