

## I. General Statement of Position

The Associate Pastor is the primary support person for the Senior Pastor, Session and Diaconate.

This includes assisting with sermon series planning and sermon preparation, distribution of

communion sacraments, Biblical instruction and counseling, pastoral visitation, Sunday School

teaching, conducting weddings and funerals for church members. All duties shall align with the

mission and ministry of the congregation of Ebenezer Presbyterian Church.

## II. Goals

The Associate Pastor's primary responsibility is to shepherd the congregation in obedience to

God's word and for His glory. This position will also provide support, counseling, and spiritual

guidance to individuals and families within the church community. This shall involve hospital

visits, home visits, community outreach, or guiding through challenging life situations. This

person is called by God in the Lord Jesus Christ, the King and Head of the Church, to a special

ministry of the word.

### III. Accountability

The Associate Pastor shall be accountable to the Session and Senior Pastor as the chief

administrative officer of the church.

### IV. Evaluation

An annual review shall be conducted by the Personnel Committee. This review may include

feedback from others as deemed necessary by the Personnel Committee.

### V. Responsibilities

#### a. Primary Responsibilities

- Administer the sacraments
- Biblical Instruction and Teaching of the Word
- Biblical Counseling, Advice, Comfort for the congregation
- Pastoral Visitation and Shepherding of the congregation
- Adult Education Program – Organizes Elective series for Sunday School; Provides

Weekly Instruction provided for Sunday School and Small Groups

#### b. Secondary Responsibilities:

- Catechetical Program (annually) – Organization and Monthly Instruction
- Shared weekly teaching during Sunday and Wednesday services

## c. Men's Discipleship

- Group Leader