

**MOUNTAIN BIBLE CHURCH**  
**ASSOCIATE PASTOR DUTIES AND RESPONSIBILITIES**

**Section 1. Purpose**

The Associate Pastor will serve as a Staff Elder of Mountain Bible Church (MBC), working alongside the Lead Pastor of MBC in effectively fulfilling pastoral duties at the church and overseeing ministry initiatives and volunteers based on the skillset of the Associate Pastor, the direction of the Lead Pastor and Elder Team, and the needs of MBC.

**Section 2. Duties and Responsibilities**

While the specific tasks of the Associate Pastor will be flexible depending on the skillset and desired ministry goals of the Associate Pastor and the needs of MBC, there are some general duties for which the Associate Pastor will be responsible:

- A. Seeking to exemplify a commitment to Christ and his gospel for the MBC congregation in both life and ministry practice<sup>1</sup>;
- B. Abiding by a philosophy of ministry that reflects the vision and values of MBC;
- C. Assisting the Lead Pastor with pastoral, administrative, and teaching duties as needed;
- D. Providing member care for the congregation alongside the deacon and elder team, including counseling, prayer, hospital visits, etc.<sup>2</sup>;
- E. Meeting regularly with the elders of MBC for training, discussion of church matters, prayer, and ministry accountability;
- F. Attending and contributing to Church Leadership meetings;
- G. Leading ministry teams, outreach projects, and initiatives at MBC as determined by the elder team; and
- H. Regular attendance to all MBC services.

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<sup>1</sup> 1 Timothy 4:11-13; Hebrews 13:7.

<sup>2</sup> 1 Peter 5:1-4.

### **Section 3. Requirements**

The Associate Pastor must meet the following requirements:

- A. At least an undergraduate degree in biblical studies or Christian ministry, preferably a Master's degree in biblical studies, theology, Christian ministry, or a related field from an accredited seminary;
- B. The requirements for active membership of MBC, including agreement with MBC's Statement of Faith;
- C. A demonstrable desire and skill for church leadership;
- D. The biblical qualifications for eldership<sup>3</sup>;
- E. A current background check on file with the church office, and
- F. Agreement to abide by MBC's Sexual Abuse and Molestation Policy.

### **Section 4. Hiring**

The elders of MBC will identify candidates for the Associate Pastor role and will recommend candidates to a Pastor Search Committee. This committee will determine the suitability of the candidate for the position and will make their recommendation to the elders. If a 2/3 majority of the Search Committee and all elders determine that a candidate is suitable for the role of Associate Pastor, the elders will present the candidate to the congregation to seek the general consensus of members in the congregation regarding the candidate.

Upon hiring, the Associate Pastor will serve as an elder of the church and be expected to maintain the New Testament standards for biblical eldership, embrace MBC's Statement of Faith, and fulfill the responsibilities outlined above.

The elders of MBC may determine to hire an associate pastor on an interim basis in a non-elder role for a period of six to twelve months. In such a case, the candidate will be hired as an Interim Associate Pastor or Pastoral Intern with the approval of all elders and will work alongside the Lead Pastor and under the oversight of the elder team. If after completion of this interim period

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<sup>3</sup> See 1 Timothy 3:1-7 and Titus 1:5-9 for the qualifications of elder leadership.

the candidate seeks full-time employment at MBC, a Pastoral Search Committee will be formed to determine the candidate's eligibility and appropriateness for such a role and the hiring process will follow the order described above for an Associate Pastor.

### **Section 5. Pastoral Support**

MBC will commit itself to providing the necessary support for all pastoral staff so that they may serve as effectively, faithfully, and joyfully as possible in their role.<sup>4</sup> This includes:

- A. Appropriate compensation as determined by the elders and Finance Team based on the necessary needs of the pastor and changing economic conditions;
- B. Regular allowances and provisions for vacation time as determined by the elders;
- C. Funding for continuing education and conferences; and
- D. Structured accountability and support within the context of the regular meetings of the elder team.

### **Section 6. Resignation or Termination**

If at any time the Associate Pastor (or Pastoral Intern) is unable to continue in their service to MBC, they will notify the Church Leadership in writing two weeks in advance of their resignation. If at any time, the Associate Pastor (or Pastoral Intern) fails to meet the expectations of these duties and responsibilities, the elders may enact a period of probation for correction and restoration of the Associate Pastor, except in the case of a grievous failure in which the Associate Pastor's continued service at MBC threatens the health and well-being of the MBC congregation. If this probationary period is unsuccessful or in the case of such a grievous failure, the Associate Pastor may be terminated with sufficient cause and notice with the unanimity of the other elders and general consensus of the Church Leadership.

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<sup>4</sup> 1 Thessalonians 5:12-13; 1 Timothy 5:17-18; Hebrews 13:17.