

Associate Pastor Job Description

This Associate Pastor job description incorporates survey results from questions 11, 17, and discussion in our members meeting on March 2, 2025.

Q 11. In your opinion, what are some of the most important ways that a new associate pastor can help us fulfill our mission?

Q 17. What are the most important responsibilities that an associate pastor should take on to support our lead pastor?

Answers included: Expand small group ministries, Teaching classes regularly and preaching occasionally, Disciple/shepherd adults, Community outreach, Basic teaching that could fit new/unbelievers, Reduce load of Pastor Mark and other elders, Administration, and Counseling.

Note: The part-time nature of this job description is based on the notable priority that survey responses placed on youth and children's discipleship.

Associate Pastor – Olympic Evangelical Free Church. Poulsbo, Washington

Who We Are

Olympic Evangelical Free Church (OEFCh) is a multigenerational family of believers who are committed to one another and making much of Jesus Christ and His gospel. We are an elder-led congregational church that believes every member has an important role to play in the ministry, health, and mission of our church. Our mission is to glorify God by pursuing him as our greatest treasure, loving all people, and multiplying fully devoted followers of Jesus Christ.

Position Summary:

Olympic Evangelical Free Church is seeking a **part-time Associate Pastor** (16 hrs./wk.) who is passionate about equipping adults for service and discipling them in their faith so that they will increasingly delight in God as their greatest treasure.

The Associate Pastor will assist the Lead Pastor by:

Coordinating adult discipleship on Wednesday nights, instructing them in sound doctrine, equipping them to serve in the church, share the gospel in everyday life, and disciple their children through the ups and downs of life.

Overseeing the organization, implementation, and expansion of the small group ministry.

Supporting and encouraging ministry leaders and helping them grow as they serve.

Filling the pulpit 4–5 times a year.

As a pastor, the Associate Pastor will also serve as an elder, serving according to his spiritual gifts while helping the elders shepherd and oversee the needs of the congregation.

Primary Responsibilities

Gospel-Centered Teaching and Discipleship

- Plan and lead the weekly Adult Bible study, making every effort to address all aspects of Christian discipleship.
- Identify and equip qualified men to help teaching by helping them grow in their ability to teach.

Small Group Development

- Equip and training leaders so that we can expand the geographical accessibility of our small group ministry.
- Foster a culture of biblical community through small groups.

Leadership Development

- Assist in leadership and elder development.
- Provide theological and practical training for those leading Bible studies, small groups, and other ministries.
- Work alongside ministry leaders to align teaching and discipleship efforts with the church's Gospel-centered vision.

Administration

- Attend and report to the Elders at meetings.
- Serve the elders in any administrative or ministry-related item.
- Keep office staff informed of all things that pertain to youth ministry for teamwork and unity.
- Set teaching and activities schedule by August for the whole year.
- Establish consistent membership and baptismal class schedule.

Qualifications & Skills

- A clear testimony of faith in the Person and work of Jesus Christ.
- A deep, growing relationship with Jesus Christ.

- Exemplifies godly character, spiritual discipline, and leadership abilities in alignment with the biblical Elder qualifications given in 1 Timothy 3:1-7; Titus 1:5-9; Ephesians 4:11-16; and 1 Peter 5:1-4.
- Able to whole-heartedly affirm the EFCA Statement of Faith and clarifications laid out in the EFCA's document "Where We Stand."
- Theological, philosophical, and relational compatibility with the Lead Pastor.
- Currently credentialed with the EFCA. If not, is willing and able to pursue (within two years) either ordination with the EFCA, or licensing followed by ordination.
- Organized, self-motivated, detail oriented, strong written and verbal communication skills.
- Strong interpersonal skills, including the ability to navigate and effectively mediate conflict in a manner consistent with biblical principles.
- Has clearly demonstrated their ability to preach and teach God's Word.
- If married:
 - The candidate's wife should support his calling and seek to actively engage with the church body and the larger community.
 - The candidate must be able to maintain a healthy balance between ministry and family responsibilities.

Accountability

- Ministers under the direction of and is accountable to the Lead Pastor on a day-to-day basis.
- Regularly reports progress and challenges to the Lead Pastor and collaborates with him on long-term strategies for ministry growth.
- A semi-annual evaluation based on this ministry description to provide feedback and support will be provided by the Lead Pastor.
- This position description will be reviewed annually by the Lead Pastor in consultation with the Council of Elders.

Education & Experience

- Formal theological training (MDiv preferred).
- Previous experience in pastoral ministry.

Compensation and Benefits

- Part-time position
- Competitive salary range.
- Ministry reimbursement account.

If you are passionate about discipling adults and equipping leaders to serve in ministry, we invite you to apply!

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