

# FRIENDSCHURCH

## AMIGOS MINISTRY ASSOCIATE PASTOR PART-TIME

### JOB PURPOSE

To serve the church by developing, teaching, and discipling the Amigos Congregation to become Authentic Christ-Followers.

### ESSENTIAL FUNCTIONS

#### Pastoral:

- In participation with the Amigos Lead Pastor, establish and execute ministerial goals and objectives by prioritizing and teaching related Bible Studies and programs.
- Develop, oversee and participate in evangelism programs, including Alpha.
- Conduct religious worship/teaching and sacerdotal functions, such as baptisms, marriages, communions, and funerals.
- Shepherd church members through hospital visits
- Evangelistic, Ethical and Discipleship Training, providing training so that followers of Jesus will also make disciples.
- Be part of the pulpit teaching rotation.
- Work with appropriate committees and leaders in carrying out the ministry of the church, denomination, and community.
- Participate in Rooted or other, all-church Group Life series as requested.

#### Staff Management

- In conjunction with the Amigos Lead Pastor, set the agenda and lead various levels of staff meetings and gatherings.
- Provide day-to-day direction and supervision of staff.
- Under the Amigos Lead Pastor, set clear direction for the entire organization so that every ministry division is properly aligned with the mission, values, and strategies of the church.
- Meet regularly with ministry leaders to support, encourage, develop, and guide the implementation of ministry plans, the development of volunteers, and management of the challenges that arise in ministry.
- Attend staff meetings, retreats, and conferences; keep current in related field.
- Cooperate with the Amigos Lead Pastor by performing any other appropriate duties when assigned or requested.

#### Strategic Planning

- Work with the Amigos Lead Pastor and Ministry Associate of Operations to develop strategies that carry out the mission of the church, including the establishment of goals, milestones of progress, and key benchmarks of performance.
- Ensure mission, values, and strategies are communicated to leadership and the church body.
- Work with the Amigos Lead Pastor in generating a strategic and operational plan for the development of future campuses.

### QUALIFICATIONS

**SPIRITUAL:** Must have a personal relationship with Jesus Christ and must have a heart for ministry. Must hold to the Statement of Faith, Position Statements, Mission Statement, and Core Values and Ministry Values of Yorba Linda Friends Church. Those that serve God on the staff at Yorba Linda Friends Church are expected to set

a high standard of personal conduct and lifestyle. It is required that all staff members are members of Yorba Linda Friends Church.

**EXPERIENCE, EDUCATION AND LICENSURE:** A masters degree in related field and a minimum five years experience in ministry; or equivalent combination of education and experience. Must become commissioned through EFCSW.

#### **KNOWLEDGE AND SKILLS**

**SKILLS:** Must be bilingual and bicultural. Must speak and write both English and Spanish fluently. Excellent interpersonal, verbal/written communication skills and mathematical skills. Must be proficient in the Microsoft Suite of products. Must be a self-starter. Must be confidential, flexible, accurate and have good follow-up skills. Must be well organized and have strong management skills. Must have skills and passion for teaching, training, equipping, and discipling others.

**ABILITY:** Ability to understand, teach and live out Biblical truths. Ability to comprehend written and oral information and to express written and oral information with clarity (in both English and Spanish). Ability to identify problems, and exhibit both inductive and mathematical reasoning. Ability to travel. Ability to work nights, weekends, and holidays, and flexible hours and duties, as requested.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk and hear. The employee is frequently required to use hands to handle or feel and reach with hands and arms. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 30 pounds

**To apply, please email your resume and cover letter to Dana Anderson at [danaa@friends.church](mailto:danaa@friends.church)**