

Position Description

Spanish Campus Associate Pastor, Adult Ministries

Summary

This position is responsible for overseeing all Spanish campus adult ministries and supporting the campus pastor in leadership. This includes leading and equipping the church to effectively reach Spanish speakers with the Gospel, helping people grow to maturity in Christ, and collaborating with English ministries and their initiatives to ensure the “one church, two languages” value is promoted.

This is a full-time, exempt position. As such, the employee is expected to manage their workload and time with their supervisor. A typical workweek for this position is 40-50 hours, with the expectation that most of the work will occur in the office during normal business hours.

Working Relationships

This position reports to the Senior Executive Pastor, Spanish Campus, with a dotted line to the Senior Associate Pastor, Missional Life. This person will lead, manage, and oversee various lay leadership teams and ministry volunteers, along with participating in cross-functional teams with others on staff.

Key Responsibilities

- Provide support to the Lead Spanish Campus Pastor in the overall vision casting and execution of the church mission.
- Strategically build and define plans to execute the church’s mission throughout all Spanish Campus ministries and its respective leaders under their care.
- Recruit, teach, train, spiritually support and effectively supervise staff and lay leaders for all ministries under their care.
- *Life Groups*: Promote, expand, manage, and lead small group ministry.
- *Men’s and Women’s Ministries*: Provide oversight and guidance to the leadership teams.
- *Marriage Ministry*: Provide oversight and guidance to the leadership and ministry team.
- *Discipleship Pathway*: Promote, expand, manage, and lead the development of discipleship for adults through the systematic discipleship of the many to the personal discipleship of the one, using both formal and informal means.
- *Celebrate Recovery*: Provide oversight and guidance to the leadership team and ministry.
- *Baptism*: Oversee all aspects of baptism ministry.
- *Adult Care*: Assist in pastoral counseling, pre-marital counseling, hospital visits, weddings, baptisms, and funerals, among other Adult Care functions.
- Assist with preaching and teaching in both languages.
- Perform other duties as assigned by supervisor.

Work Environment and Physical Demands

This person must be able to exchange accurate information when working with others, think critically and act logically to evaluate situations, solve problems, and make sound decisions. He/she must be able to operate a computer, read and comprehend information while researching, or other activities throughout the day, and remain stationary at least 50% of the time. He/she must be able to move about the facility to meet with people. He/she must also be able to lift up to 30 pounds and maneuver it (i.e. twist, push, pull, etc.) and be able to move heavy loads by hand and other similar actions periodically.