

**ASSOCIATE MINISTER, NORTH CRESTVIEW CAMPUS**

<b>Position Title:</b>	Associate Minister (Full-Time; Exempt Position)
<b>Date:</b>	August 2022
<b>Supervisor:</b>	Campus Pastor
<b>Purpose:</b>	To assist the Campus Pastor in leading Crosspoint, North Crestview in fulfilling the vision and mission of Crosspoint.

**PRIMARY DUTIES:**

1. Support the Campus Pastor by following the direction and leadership of the Campus Pastor.
2. Become actively involved in the Crestview Community. Get to know people who have not yet attended the North Crestview campus and help Crosspoint have a greater presence in the community.
3. Lead the campus' local missions ministries and Community Serve Day projects.
4. Preach as requested by the Campus Pastor.
5. Write Emcee scripts and train new Emcees who host the worship services.
6. Direct the Guest Follow Up system connecting first and second time guests into Crosspoint ministries.
7. Oversee the process of joining new members to Crosspoint. Connect with people interested in joining the church or being baptized.
8. Oversee Next Step ministries including Discover Crosspoint.
9. Recruit, train and equip second and third tier Guest Services leaders to lead the overall ministry and each area associated with the ministry.
10. Direct the Member and Constituent Follow Up system for those who are absent or become inactive.
11. Oversee the facilities staff, and help maintain the facilities and lawn mowing teams.
12. Oversee the development and oversight for budgets for each area of responsibility.
13. Be personally involved in discipling others following the vision and plan of the Crosspoint Lead Pastor.
14. Participate in and regularly lead a Life Group.
15. Attend professional development trainings and conferences.
16. Other duties and tasks as directed by the Campus Pastor.
17. Uphold the Staff Covenant.

**SKILLS DESIRED:**

1. Dedicated Christian growing in a deepening personal relationship with Jesus Christ, and modeling this to others. This includes a commitment to Bible reading, prayer, and sanctification as a Christian in all areas of life.
2. Able to recruit, train, empower and employ tier two and three volunteer leaders.
3. Gifted preacher, teacher, leader, and administrator.
4. Skilled at walking people through personal tragedy and/or crisis situations.
5. Capable of making connections and working alongside local community organizations.
6. Able to receive constructive feedback, but at the same time lead us to new ways of performing ministry.
7. Proficient in basic computer skills (e.g. word processing, spreadsheets, email, publishing). Must be proficient in general administrative duties, church software, and phone etiquette.
8. Able to work as a team player and always portray Crosspoint, the Campus Pastor, and staff in the most positive light in the church and in the community.
9. A strong leader who can defer to their supervisor and follow their direction.

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**KEY PERFORMANCE MEASUREMENTS:**

1. Increase the number of tier one, tier two, and tier three volunteers serving in ministry areas.
2. Increase percentage of Guests who attend the first time and return, become active attenders, attend Discover Crosspoint, join Crosspoint, and begin serving in at least one major area of ministry according to their call and giftings.
3. Increase congregation involvement in local mission.
4. Increase congregation involvement in Next Step programs like Discover Crosspoint.
5. Volunteers believe they are empowered and equipped for each ministry area.
6. Budgets are maintained conservatively and utilized to lead to new ways of performing ministry.

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**CONTINUING EDUCATION DESIRED:**

Attend professional development trainings, webinars and conferences as approved by the Campus Pastor.