

General Description.

Calvary Chapel of Cheyenne is a body of Christ-followers who are glorifying God by following Jesus. We believe our calling is not to just believe in Jesus Christ, but to serve as living examples of God's presence and grace in the world. We exist to be disciples who make disciples through Holiness and Godly Sincerity, not in fleshly Wisdom, but in the Grace of God. Calvary Chapel helps each employee fulfill God's calling and purposes by utilizing their God-given gifts and talents for the glory of God.

The Associate Pastor is a full-time position that works 45-55 hours per week and is classified as an exempt position. Hours may be flexible. This is a pastoral position whose primary, but not sole, function is to assist and strengthen the Senior Pastor's ability to fulfill his position, within the scope and vision of the church. This Associate Pastor will report directly to the Senior Pastor.

Essential Daily Functions.

1. Pastoral assistant to the Senior Pastor.
2. Maintain regular office hours and be available in the office when the Senior Pastor isn't present or is studying to handle any and all aspects of the office functions and emergency pastoral care needs. Coordinate other pastoral coverage if you are not available.
3. Oversee and coordinate all ministry leaders to ensure ministries operate within the vision and scope of the church and provide leadership in the absence of a ministry leader.
4. Oversee and coordinate Wednesday services to include teachers and teaching calendar, acting as the primary teacher.
5. Ensure all ministries are ready for Sunday and Wednesday services.
6. Approve volunteer ministry applications and background checks.
7. Promote community and fellowship within ministries you oversee consistent with the church's values.
8. Consistent Bible study and prayer life including personally praying for staff, volunteers, and attendees and leads prayer for staff, volunteers, and attendees as needed.
9. Attend and participate in staff meetings and leadership meetings.

Occasional Functions.

1. Attend and participate in Board meetings as the Vice President.
2. Serve on Elder Board which includes attending and participating in regular meetings.
3. Offer biblical guidance and discipleship.
4. Backup preacher when the Senior Pastor isn't available.
5. Approve purchase orders and sign checks.
6. Ceremonial duties - weddings, funerals, baptisms, and baby dedications.
7. Flexible schedule with availability to work nights and weekends as needed.
8. Communicate and handle all outside speakers including service details following Speaker Checklist.
9. Other tasks as assigned.

Preferred Skills.

1. Bible knowledge and the ability to apply it to teaching.
2. Excellent organization, communication, and interpersonal skills.
3. Basic computer skills and a willingness to learn and use Apple products.

Qualifications.

1. Vibrant growing faith in Jesus Christ demonstrated by a Christ-like attitude.
2. Meet the qualifications of an Elder as laid out in 1 Timothy 3:1-7.
3. Minimum of five years pastoral experience.
4. Agree with the Calvary Chapel Statement of Faith.