



# Highland Park COMMUNITY CHURCH

## Job Description

**Title of Position**  
Associate Pastor of Equipping

**Job Category**  
Ministry

**Direct Supervisor**  
Lead Campus Pastor

### 1. Synopsis of Role

The Associate Pastor of Equipping (“Equipping Pastor”) should serve as the primary team builder and coach to all lay leaders and subsequent teams at HPCC Cody. They are responsible for proactively equipping and resourcing the people of HPCC to walk as disciples: loving Jesus, living for Jesus, and leading others to Jesus. They will oversee and equip team leads. They will ensure volunteer positions are staffed in alignment to the vision and standards of HPCC Cody. They will assist with the weekly gatherings, officiate weddings and funerals, and coordinate special projects and events as needed by the Lead Campus Pastor. They will be a positive, team-oriented, word-centered, kingdom-minded individual who models initiative, service, and accuracy as they play a pivotal role on the team.

### 2. Principal Responsibilities

#### Pastoral Equipping [50%]

- Provides oversight, direction, and pastoral care to team leads (Tech, Hospitality, Kids, Food/Events, Cleaning, Prayer, Administration, Cares, Facilities, etc.)
- Engages in regular one-on-one meetings with team leads and relevant key volunteers
- Proactively equips and resources the people of HPCC to walk in their giftings
- Actively engaged in discipleship (engages in regular one-on-one discipleship and helps equip the body of HPCC to make disciples)
- Facilitates HPCC Cody’s local and global missions board
- Preaches on rotation as needed by Lead Campus Pastor
- Officiates/supports and sets up for weddings and funerals as needed
- Shares pastor on call responsibility

#### Administrative Support [30%]

- Oversees the day-to-day operations of the church and supports the Lead Campus Pastor in the strategic direction of the organization, ensuring adherence to the mission and values of HPCC Cody in all ministry applications
- Ensures all volunteer positions are staffed/scheduled in alignment to the vision and standards of HPCC Cody
- Promptly and effectively responds to HPCC Members requests connecting them to opportunities such as ministry involvement, volunteer roles, pastoral support, etc.
- Oversees and/or follows up with connection cards and processes
- Provides support for scheduling, planning, and/or implementing worship as requested by the

<p>Lead Campus Pastor</p> <ul style="list-style-type: none"> <li>• Oversees project management as requested by the Lead Campus Pastor</li> <li>• Organize and facilitate the details of upcoming events as needed</li> </ul> <p>Weekend Pastoral Presence/Support [20%]</p> <ul style="list-style-type: none"> <li>• Be available and responsive with pastoral and/or technical support during weekend gatherings</li> <li>• Oversee weekend ministry volunteers on a weekly basis</li> </ul>
---

<p><b>4. Competencies Critical to this Position</b></p>
---

<ul style="list-style-type: none"> <li>• Is as disciple of Jesus: loves Jesus, lives like Jesus, and leads others to Jesus</li> <li>• Spiritual gifts of administration, teaching, faith, encouragement, and wisdom</li> <li>• Meets biblical qualifications for pastors (1 Tim 3)</li> <li>• Highly self-motivated</li> <li>• Prioritizes people over projects and programs; understands people are not a means to the end, they are the end.</li> <li>• Effective communicator</li> <li>• Detail focused</li> <li>• Handles conflict in a way that diffuses bombs and changes hearts. Articulates what we are for, not what we are against. Is a unifier.</li> <li>• Submissive to and a promoter of church leadership; highly loyal and trustworthy</li> <li>• Proficient in MS Office/Google Suite, Planning Center People, Multitracks.com, Playback</li> <li>• Problem solver with strong follow through</li> <li>• Leads out of relational not positional authority but is strong and will hold the line. Someone who people desire to follow.</li> <li>• If married, spouse loves Jesus, lives for, and leads others to Jesus</li> <li>• High relational/emotional intelligence</li> <li>• Is a “how” person who is detail oriented and administratively gifted</li> <li>• Stewards church finances and time well</li> <li>• Uses professionalism and discretion; maintains confidentiality at all times; maintains a high level of excellence and quality</li> <li>• Bachelor’s degree in ministry field preferred</li> </ul>
--

<p><b>5. Key Performance Measurements</b></p>
---

<ul style="list-style-type: none"> <li>• Maintain appropriate communication with direct supervisor</li> <li>• Acts as an advocate of the culture and vision of HPCC Cody</li> <li>• Builds strong working relationships with team leads and key volunteers</li> <li>• Provides excellent care to our congregation</li> <li>• Actively participates in the life and ministry of HPCC Cody</li> <li>• Meets deadlines, and executes projects in a timely and professional manner</li> </ul>
---

<p><b>6. Position Description</b></p>
---------------------------------------

<p>This is a part-time (25+ hours/week) position reporting to the Lead Campus Pastor and working closely with lay team leaders and volunteers. Working hours vary. Compensation commensurate with experience.</p>
---

\*This description is not all inclusive, and other duties may be assigned as necessary.