



3C Cowboy Fellowship Associate Pastor Job Posting

Work Location: 3C Cowboy Fellowship, 16258 Gooseneck Road, Salado, TX 76571

3C Cowboy Fellowship is an established and growing western heritage church in Salado, Texas, formed for the purpose helping people Love God, Love People and Grow Disciples. (Matthew 22:37 and Matthew 28:19)

The Associate Pastor's primary duty is to assist the Senior Pastor, with the focus of overseeing the audio and visual production (sound and visual media) and online presence of the church. The Associate Pastor will do this through overseeing teams and helping those team leaders identify and develop volunteers. This person will also share general pastoral and administrative duties that arise and will need developed skills in teaching, preaching, developing leaders (making disciples) and pastoral counseling.

Supervisor: This position is supervised by the Senior Pastor.

Position Type and Hours- Associate Pastor. This is a full-time salaried position (minimum 40 hours per week). Defined office hours will be set and followed, with the remaining hours flexible as needed. This is an At-Will position and is classified as salaried (exempt) under the Fair Labor Standards Act.

Salary:

\$50,000.00 to \$70,000.00 based on experience.

Requirements:

- Must possess a call to ministry.
- Must align with the pastoral qualifications found in 1 Timothy 3:1-7.
- Must have church ministry experience.
- Must demonstrate strong preaching and teaching gifts.
- Must be able to connect with people and engage in Gospel conversations.
- Must be committed to making, growing and reproducing disciples of Jesus Christ.
- Must possess a servant's heart and a professional/pastoral attitude.
- Must be a self-starter, able to anticipate needs without much oversight, focus on the tasks at hand and be efficient follow-through.
- Must be able to carry out various administrative tasks associated with position.

Preferred:

- Bachelor's degree or higher.
- 2+ years experience serving in a church.
- Have strong communication abilities, both written and oral.
- Be strong in identifying and developing leaders.

Responsibilities:

- Work in harmony with the Senior Pastor in the overall vision casting and leadership development in the church.
- Assist in the creation and editing of videos and/or other digital media for Sunday morning services.
- Directly oversee and manage the sound, media and online ministry, and its team leaders and volunteers.
- Be able to create and edit digital graphics and media.
- Preach at church services when called upon by Senior Pastor.
- Perform weddings and funerals in coordination with Senior Pastor.
- Provide biblical counseling, prayer and ministry to people as needed, and as directed by the Senior Pastor.
- Serve as an active member of the church congregation by attending services, community groups, and being involved in making and reproducing disciples.
- Maintain a disciplined life of worship, Bible reading, prayer, and giving.
- Attend staff meetings, retreats, and other church functions, as directed.
- Maintain the security and privacy of files and correspondence.
- Organize, plan, and prioritize work to meet specific goals.
- Provide regular program updates and feedback to the Senior Pastor.
- The Associate Pastor's responsibilities will include a mix of normal business hours at the church office, church services, evening meetings, staff meetings, and other meetings should the need arise.

* Employee may perform other related duties as assigned.

Minimum Skills Required:

- English must be written and spoken accurately.
- Proficient in the use of social media platforms and webpages.
- Proficient or willing to learn quickly ProPresenter.
- Proficiency with Microsoft Suite including Word, Excel, Outlook, Power Point and Publisher.
- Experience using software to design digital and print media.
- Willingness to work a flexible schedule including some evenings and Sundays.
- Must possess good listening, verbal and writing skills.
- Ability to understand and interpret personnel policies and procedures.
- Ability to follow directions and work cooperatively with others.

For those interested, please provide the following:

- Resume with at least 3 Ministerial References
- Statement of Faith
- Sermon audio/video if available

How to contact us:

- Personnel Team Leader: Lindsie Almquist
- Email: lindsiealmquist@gmail.com
- Email copy: jason@3ccowboyleftship.com

CONDITIONS OF EMPLOYMENT:

This is a full-time and at-will position. Employee must be able to work as a team player, work indoors and on occasion work outdoors. They must be capable of completing exact and accurate work products with minimal direct supervision. If selected, the candidate must provide proper identification that establishes their identity and employment eligibility as required by Immigration and Naturalization Services. Applicant must be able to pass a thorough Criminal History background investigation.