



HORIZON CHURCH OF TOWSON

Associate Pastor

Horizon Church of Towson seeks to hire a full-time Associate Pastor to support the Lead Pastor in the areas of spiritual guidance and organizational management.

Essential Job Functions

Spiritual Guidance

- Manage the *logistics* of Sunday Morning services and their execution
- Prepare and deliver a Sunday morning sermon as needed or requested by Lead Pastor (and according to skill set)
- Assist Lead Pastor with congregational care
 - Meet with congregants regularly
 - Supporting Lead Pastor in creating and implementing systems for acute and ongoing congregational care
 - Includes a shared responsibility for hospital visits, bereavement, weddings, premarital counseling
- Support Lead Pastor in discipleship of ministry leaders and spiritual formation

Organizational Management

- Administration/day-to-day organization
 - Provide oversight of volunteer groups
 - Select and manage technology that supports volunteer groups
- Budget and finance
 - Identify and create processes for organizational and financial growth
 - Direct day-to-day and ongoing finances - income and outgoing
- Communication
 - Create and manage processes to effectively communicate with the staff and congregation
 - Oversee and lead growth of Horizon's online presence (social media accounts, website, etc.)
- Facilities Management
 - Directs the work of the Board of Trustees and brings facility issues to SLT
 - Manage church calendar for services and space reservations
 - Manage and oversee systems for facilities management and rentals

Strategic Leadership

- Strategic planning
 - Identify and create processes for organizational growth
 - Research, design, and manage new revenue streams for Horizon
- Implement systems for discipleship at Horizon, including small groups
- Develop and implement community outreach initiatives

- Collaborate with local organizations and ministries

Education and Experience

- Bachelor's degree or higher with seminary degree (or pursuit of a seminary degree)
- Experience in developing systems and managing people in a church or business setting

Compensation and Benefits

- Salary of \$55,000-\$75,000 depending on level of education and experience
- Health insurance contributions
- Retirement benefits

Requirements/Skills

- Adherence to Horizon's theological statements of faith, mission, and vision
- Capacity to collaborate with the Lead Pastor and Senior Leadership Team and build strong partnerships with all staff and volunteers
- Ability to foster effective communication and teamwork
- Grasp of technology and how it can support Horizon's mission and work

**Interested candidates should email resume and letter of intent to:
horizon.personnelcommittee@gmail.com**