

**Terms of Reference: Associate Minister**

(ToR-AM190701web)

POSITION: Associate Minister

RESPONSIBLE TO: Senior Leadership  
Namely: 1. Senior Minister, 2. Elder(s)

DESCRIPTION: The Associate Minister of the Church at Emmanuel Christian Centre is recognised as an ordained and/or accredited Christian minister. The primary responsibility of the Associate Minister is to assist the Senior Minister in ministerial functions and tasks as delegated. This is a senior and important role yet does not constitute membership of the Church Council (Trustee/Management).

The Associate Minister is expected to:

- support and represent the Senior Minister in the training of the Church;
- act as a listener and advisor (sounding board) to the Senior Minister;
- represent the Senior Minister at committee or team meetings if requested;
- have a direct working relationship with and be an advocate for the Senior Minister;
- act as an advisor to the Elder(s), but function subordinately in the Senior Minister's absence;
- be afforded such honour and respect due a Christian Minister in their own right;
- promote the vision, direction and values of the Church;
- administer a level of discipline which maintains harmony and upholds a sense of unity in the Church;
- assist with the discipleship of Church members and to report on discipleship issues;
- refer pastoral counselling or pastoral concerns to the Senior Minister, or to the Elder(s) in the Senior Minister's absence;
- teach, encourage and exhort the Church, when required, in line with the latest Core Values, and to encourage the members and congregation to commit to local Church life;
- be familiar with and adhere to the latest Safeguarding and Data Protection policies of Emmanuel Christian Centre;
- maintain personal accountability to the Senior Minister.

Sign & Date

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Name (Associate Minister)



Senior Minister