

Job Description

Associate Pastor

The Associate Pastor position is a full time ministry position that will focus on general church leadership and support of the pastor in his work. The work will include leadership and support for the entire church family from pre-school to senior adults. Areas of ministry will include (but not be limited to): children, youth and senior adult ministries; administration and/or technology support; outreach; Christian education/spiritual formation. The Associate Pastor will participate in worship, provide pastoral care support and perform other general leadership duties in support of, and at the direction of the pastor.

His essential habits of the heart shall include: lover of Christ; active devotional life; intercessory prayer life; committed to the inspiration, authority & sufficiency of the Word of God; theological agreement & shared convictions with Leadvale Missionary Baptist Church and The Baptist Faith and Message; personal holiness & integrity.

Responsibilities with the Children's program of the church

The Associate Pastor will provide leadership to the children's program of the church by fulfilling the following responsibilities.

The Associate Pastor will work with a Children's Committee to plan and implement a program of educational and spiritual formational activities for children birth-grade 5.

The Associate Pastor will lead, or provide leadership for all areas of children's activities such as: Sunday School, missions programs, mission trips, outings, and special outreach events.

The Associate Pastor will integrate children's activities into the larger life of the church in such a way as to foster intergenerational relationships and to provide support to other church activities.

The Associate Pastor will manage the children's budget in collaboration with the Children's Committee and the Stewardship Committee.

The Associate Pastor will develop relationships with the children and their parents on a one-to-one level and at a family level.

The Associate Pastor will interface with the church's preschool ministry to provide support and to explore ways of further integrating this ministry with the church's overall ministry to children and families.

The Associate Pastor will work toward the integration of fifth graders into the

youth program to provide continuity between the children's and youth programs.

Responsibilities with the Youth Ministry Program of the Church

The Associate Pastor will work with a Youth Committee to plan, organize and implement a sustainable youth program. This program will focus on educational and spiritual formational activities for children grades 6-12.

The Associate Pastor will lead, or provide leadership for, all areas of youth activities including: Sunday school, Sunday night and Wednesday night worship and/or Bible study; special studies, outings and mission trips. He will be the primary leader on all youth trips which leave the campus.

The Associate Pastor will integrate youth activities into the larger life of the church.

The Associate Pastor will manage the youth budget in collaboration with the Youth Committee and the Stewardship committee. He will also develop relationships with the youth at both a one-to-one level and at a group level.

The Associate Pastor will communicate with the church staff, particularly the senior pastor, in such a way as to enable the staff to be informed and enthusiastically supportive of the priorities and programs of the youth ministry.

The Associate Pastor will seek out those youth in the church who are not presently active in the youth program to encourage their participation in it.

Responsibilities with Respect to General Pastoral Leadership Needs of the Church

The Associate Pastor will support the pastor of the church in the general leadership needs of the church in the following ways.

The Associate Pastor will share in worship leadership as gifts, interests, and needs allow, under the direction of the pastor.

The Associate Pastor will provide some pastoral care support including hospital and home visits, phone calls, counseling, and other means of member support in consultation with the pastor and as time allows.

The Associate Pastor will help to provide benevolent care to those who come to the church for assistance in conjunction with the efforts of the Benevolence Committee.

The Associate Pastor will assume primary leadership responsibility at church when the pastor is away on vacation or as the result of other absences.

The Associate Pastor will meet with the pastor and other staff members at appointed times for coordination of church activities and staff planning.

General Qualifications

The Associate Pastor (it is preferred, but not required) that he hold a Master of Divinity degree, or its equivalent, from an accredited seminary; or be in process of attaining said degree. The Associate should be in the process toward ordination if not already ordained. The Associate Pastor must believe and embrace Baptist theology. The Associate Pastor should relate well to all age groups, but be especially gifted in working with youth and children. The Associate Pastor should be professional in appearance and demeanor, punctual, courteous, self-motivated, and trustworthy. The Associate Pastor should possess good communication skills, including the ability to speak and write in an effective manner. The Associate Pastor must meet requirements for background checks.

Spiritual Qualifications

The Associate Pastor must be a confessing Christian who demonstrates an active and growing faith in Jesus Christ as Lord and Savior. The Associate Pastor must carry out a Christian deportment in all things, both inside the church and community. The Associate Pastor will become a member of Leadvale Missionary Baptist Church and will make the health and well-being of the church his priority.