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| <b>Faith Baptist<br/>Church</b> | Job Description<br><b>Associate Pastor</b> |
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| <b>CATEGORY</b> | Pastoral Staff | <b>DATE:</b> | February 24, 2019 |
| <b>REPORTS</b>  | Senior Pastor  |              |                   |

**Main purpose:** The Associate Pastor will provide oversight and leadership to the Visitation, Worship and Small Groups ministries that aligns with the overall vision of Faith Baptist Church.

### **Key responsibilities**

- I. Provide oversight, spiritual direction, and effective coordination of the Worship ministry. This includes:
  - i. Supporting and provide guidance to Worship leaders in selecting appropriate worship music to ensure a blended worship service (blended means: worship and praise music that is both contemporary and traditional in music styles and includes an appreciation and use of the hymnody of the church);
  - ii. Actively and regularly recruit, develop and encourage Worship leaders;
  - iii. Oversee and monitor to ensure effective coordination with the Technology committee;
- II. Provide counseling to members on as needed, and assigned basis by the Senior Pastor;
- III. Lead the Visitation ministry (i.e. includes, but not limited to: shut-ins, hospital visits, and in home visits of members and attenders). This includes:
  - a. Effectively coordinate all aspects inclusive of arranging, and follow up etc.;
  - b. Providing strategies and ongoing support to enhance and encourage meaningful connections to those in the larger church body;
- IV. Preach and Teach as assigned by the Lead Pastor.
- V. Manage, support and maintain the Small Group ministry. This includes:
  - i. Actively and proactively lead and engage with the Small group leaders within FBC in all areas including: leadership training, recruitment, expansion; shepherding care for their lives and ministry efforts;
  - ii. Provide strategies and planning as needed;

**Key Requirements:**

- Regularly and consistently be in attendance in all services, church events, corporate prayer meetings of the church; attend all staff meetings, and other meetings including: as an advisor to the Elder Board and Church Council and external meetings as assigned (e.g. SBA meetings);
  
- Prepare monthly office schedule as well as reports (i.e. monthly reports to the Elder's Board and Church Council, and annual reports to the congregation);

**Qualifications & Behavioural Competencies**

- Loves Jesus, His church, and the gospel
- Can describe and demonstrates a clear call to ministry;
- Demonstrate a Pastors' heart in leading and interacting with others, an active shepherd caring for the needs of the flock
- Is organized and administratively gifted.
- Is in alignment with, and commitment to the leadership, vision, mission and doctrine of FBC.
- Humble, with a desire to continually improve, and demonstrates strong love of learning i.e. continuing education;
- Works well in a team environment and independently with limited supervision
- Models personal evangelism
- Demonstrates the character of an Elder as prescribed in 1 Timothy 3:1-7

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| Status         | Full time  |
| Remuneration   | Salary - bi-monthly in accordance with the FBC Pastoral Pay Scale      |
| Hours of work: | At least twenty hours/week in the office; available as needed/assigned |