

Associate Pastor Job Description

Job Title: Associate Pastor

Reports To: Senior Pastor

Position Status: Full time

Purpose

The role of the Associate Pastor is to work in harmony with the Senior Pastor, have a firm grasp on the purpose, values and strategy of Faith Baptist Church and align key leadership teams with its mission.

The Associate Pastor is a support person for the Senior Pastor and will work alongside clergy and lay ministers to carry out this mission providing oversight and collaborating with Small Group Ministries, and Worship Arts, and other duties as assigned by the Senior Pastor. This includes assisting with service planning and design, periodic speaking, coordination of outside speakers, marketing and advertising, and ministry leadership and coordination.

Job Responsibilities and Duties:

1. Support the Senior Pastor in the overall vision casting and leadership of the church's teaching and weekend service planning, design and execution. Developing goals and objectives for ministry with the Senior Pastor.
2. Function as the manager of the annual Small Group calendar, including the review of Small Group curriculum.
3. Assist in the creation of videos and/or other creative elements (original video ideas, movie and television clips, drama possibilities, testimonials, graphic content, etc.).
4. Serve as the primary person on stage for welcome, offering, communication and closing comments.
5. Communicate with and handle all outside speakers, including securing Tech Committee requirements, coordinating travel arrangements, requesting honorarium payments, etc.
6. Function as second/back up speaker to the Senior Pastor with an "emergency sermon" always at the ready.
7. Oversee the management of social media outlets and overall web presence, in coordination with the Tech Committee.
8. Administrate all external marketing activities in cooperation with the Communications Coordinator, with the goal to maximize attendance at special outreach focused events and key evangelistic outreaches.

Job Skills and Requirements

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This position would benefit from 5 to 7 years of experience as a staff member in a ministry leadership capacity. Possession of a Bachelor's Degree in Biblical studies or related field is preferred. The successful individual will be a self-starter, not requiring a great deal of supervision, with a solid work ethic and willingness to do what it takes to get the job done. A working knowledge of Microsoft Office as well as the ability to research and use a multitude of information gathering resources is also beneficial.

Evaluation and Compensation

The Associate Pastor will file monthly reports to the Senior Pastor and, Elders, on ministry accomplishments, plans, and activities. The Senior Pastor will conduct regular performance evaluations and review those evaluations with the Associate Pastor.

Compensation will be according to the church's pay scale.