

Grace Bible Church
Job Description
Associate Pastor

Qualifications

The Associate Pastor shall be called of God, qualified according to 1 Timothy 3:1-7 and Titus 1:6-9, adequately trained and experienced in the ministry, and called by the congregation according to be By-Laws.

Ministry

The Associate Pastor's ministry shall be to help the Senior Pastor shepherd the people of the congregation by assuming responsibility for specific areas of ministry.

Accountability

The Associate Pastor is accountable to the Senior Pastor and the Church Elder Board. He shall also be evaluated at least annually according to his job description. He is called by- and may be dismissed by- the Congregation.

Responsibilities

Personal Development

- Maintain personal spiritual disciplines, an evident walk with God, and a leadership at home which encourages active spiritual growth in his household.
- It is recommended that he participate annually in two conferences, courses or classes:
 - One to primarily improve his spiritual walk
 - The other primarily to improve his skill in ministry

Administrative

- Assume the leadership and administration of specific ministries of the church by supervising and motivating volunteers who serve in the following church ministries:
- **Public Meetings:**
 - Share with the senior Pastor in the preaching ministry.
 - Help plan for special Sundays and special meetings
- **Christian Education**
 - **Sunday School:**
 - Plan program
 - Recruit teachers and leaders for both children's and adult S.S. classes
 - Oversee curriculum choice and provide resources for teachers
 - **Church Library:**
 - Recruit volunteers to organize library, staff it when necessary, and to promote resources
 - Oversee current and new acquisitions to maintain doctrinal fidelity
 - **In Reach**
 - Men's Fellowship
 - Help leadership design a functional and dynamic ministry to men
 - Encourage and oversee leadership team to provide ministry to men

- Ladies Fellowship
 - Encourage leadership
- Home Bible Fellowships (Small groups)
 - Design a functional and meaningful small group ministry
 - Recruit teaching leadership, prayer coordinators, and home hosts
 - Train leadership for effective ministry
- **Operations**
 - Manage finances of the church
 - Coordinate various events
 - Meet with and provide assistance to the Security team
 - Train and recruit volunteers for greeter ministry
 - Train and recruit volunteers for usher ministry
 - Oversee and help recruit volunteers for nursery
 - Prepare and maintain Baptistry
 - Work with volunteers to set up and tear down for monthly potluck meals.
- Encourage each volunteer through prayer, supervision and development

Pastoral Work

- Regular and fervent prayer for wisdom in shepherding this Congregation
- Coordinate with the Senior Pastor and Elders to accomplish the church Commission
- Participate in monthly Elder board meetings
- Officiate in the Senior Pastor's absence (in cooperation with the Elders)
- Preach, teach and visit as arranged by the Senior Pastor
- Learn the peculiarities of pastoral ministry in this Congregation
- Seek to have a personal visit with each family in the congregation within the first year
- Oversee Care Groups assigned to individual Elders
 - Care for a particular group assigned to himself
 - Collect care Group reports at monthly meetings and review them to make sure each household in the congregation is being cared for adequately.

Miscellaneous

- Maintain an orderly office and efficient filing system for areas of his ministry
- Other responsibilities as assigned and agreed to.