



### **Associate Pastor – Ministry Position Description**

#### **PURPOSE**

The purpose of the Associate Pastor is to help the Body of Jesus Christ at FBC in its efforts to make disciples. Through the development and implementation of discipleship ministries of the church, he will work to “equip the saints for the work of ministry, for building up of the body of Christ.” *Ephesians 4:12*.

#### **QUALIFICATIONS**

##### *Spiritual:*

- Is a born-again believer through faith in Jesus Christ, having made a personal profession of faith in Jesus Christ and has evidence of God’s call to ministry.
- Lives consistently with and in commitment to the requirements of an Elder as set forth in 1 Timothy 3:1-7 and Titus 1:6-9.
- Demonstrates a vital and growing relationship with Jesus Christ, is a person of prayer and the Word, and is a model of a Biblical pattern of life and leadership; demonstrates a love for God and His people.
- Shows evidence of control by the Holy Spirit in all aspects of personal life and in the ministry of FBC.

##### *Professional:*

- Possesses strong servant-leadership, relational, teaching, discipleship, and administrative skills.
- Is in full agreement with the Doctrinal Statement of FBC; supporting the Constitution and Bylaws of FBC, evidencing commitment to the church's stated purpose.
- Bible School (or equivalent) training, having earned a Bachelor’s Degree in Theology, Ministry, or equivalent from an accredited school.
- Experience in pastoral ministry, ministry design and implementation is preferred

*Personal:*

- Exhibits the fruit of the Spirit (Galatians 5:22-23).
- Is well-ordered and disciplined in his spiritual, personal and family life, maintaining a fresh and vital dependence on Christ through personal prayer and devotional life as the basis for ministry; sustain active prayer for and care of people.
- Exhibits warmth, friendliness, empathy, sincerity, humility and teachability; possessing an outgoing and friendly nature.
- Is committed to local outreach, national and international missions.

**RELATIONSHIPS**

The Associate Pastor is directly accountable to the Senior Pastor and will work closely with him in establishing, implementing, and promoting the discipleship of FBC. He will work in a loyal and accountable manner and in full cooperation with the Senior Pastor in the formation and execution of his various duties and ministries. His responsibility to the Elder Board will be through the Senior Pastor.

**RESPONSIBILITIES**

The Associate Pastor is a full-time position. The range of responsibilities of this position include, but are not limited to:

1. Encourage the introduction to, and assimilation of believers into the life of the congregation as active participants of the church family (including conversion, baptism, discipleship, membership, ministry involvement, leadership development, etc.).
2. Facilitate and collaborate with:
  - a. Small Groups/Life Groups
    - i. Develop new leaders and new groups
    - ii. Encourage and edify current leaders through training, meetings, and providing resources
  - b. Men's and Women's Ministries
  - c. Cornerstone Ministry (Young adults 19-25 years old)
  - d. Young Married Groups
  - e. Singles Ministry
  - f. Plugging members into serving
    - i. Recruit, train, equip, and encourage people to serve in the ministry of FBC
    - ii. Work with Deacons to determine ministry needs
3. Provide support to the Pastor in pastoral duties
  - a. Preach multiple times per year as needed by the Pastor
  - b. Visitation to homebound members and those in the hospital or care facilities.
  - c. Be available to conduct funerals, weddings, and counseling.

4. Develop and maintain competence in current FBC program needs and program strategies.
5. Submit an annual plan of proposed ministries and budgetary requirements to the Elder Board.
6. Work together with pastoral staff and other ministry leaders and volunteers, providing mutual support toward the harmonious functioning of all the ministries.
7. Other responsibilities: Aside from the specific responsibilities for the Associate Pastor, he shall serve in other areas of the life and ministry of FBC as assigned by the Senior Pastor.