

## **First Baptist Church, Fayetteville, North Carolina**

### **Job Description**

**Job Title:** Associate Pastor (Part-Time)

**Supervisor:** The Senior Pastor

**SUMMARY:** The Associate Pastor will work in cooperation with all ministers, staff and members of the church in carrying out the ministries of First Baptist Church (FBC). The main focuses of the Associate Pastor are in the areas of Children's Ministry (Birth-5<sup>th</sup> Grade) and Youth Ministry (6<sup>th</sup>-12<sup>th</sup> grades). Specific responsibilities will focus on planning and implementing programs and activities that serve the spiritual needs of our children, our youth and their families. This person will need to maintain an organized approach to fulfilling requirements of the position. More than merely fun-activity focused, FBC desires an Associate Pastor with a Spiritual focus, who seeks to foster the faith of our children and aid those who care for them. In the area of Youth Ministry, the Associate Pastor is someone the youth can go to, and who desires to responsibly develop a vibrant, closer spiritual life of the youth, individually and as a group. The Associate Pastor will also aid the Senior Minister in pastoral care of the wider congregation, participate in Sunday morning worship services, and provide support for other ministry groups within the church.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** In order to perform this job successfully, the individual must be able to perform each of the essential duties and responsibilities listed in a satisfactory manner:

- Administrate and Manage our Children's Ministries. This includes overseeing Children's Sunday School, Children's church and Wednesday night children's programing. Provide resources and training for our teachers and volunteers, and maintain a safe environment for our children to learn and serve Christ.
- Organize opportunities for our children and their families to participate in fellowship and missions.
- Oversee Vacation Bible School
- Plan and implement a holistic, Christ-centered ministry that attracts and engages youth in order to promote their spiritual development and discipleship. Such a ministry shall include leading and organizing weekly Sunday evening youth group meetings, overseeing Wednesday night youth Bible studies, and maintaining a safe environment for our youth to learn and serve Christ.
- Plan and lead spiritual retreats for youth.
- Plan and lead fun fellowship activities.
- Help to plan a summer mission trip within the United States.
- Effectively communicate with the youth and wider church. This includes contributing information to the weekly church newsletter.
- Be a resource for, coordinate the activities of, and serve as staff liaison to those committees, ministry teams and persons that assist in the children and youth ministries of church.
- Prepare and manage an annual budget for funds related to children and youth ministries and their activities.

- Provide pastoral care, consistent with the associate pastor's training and experience, to children, youth, their families, and volunteer workers in the children and youth ministries and be trustworthy of confidences held.
- Encourage and facilitate the participation of the children and youth in the overall worship, programs and ministries of First Baptist Church.
- Organize yearly graduation Sunday worship service to be led by our youth.
- Able to drive the church vehicles (a 15 passenger mini bus (no CDL required) and a standard minivan).

#### **ADDITIONAL DUTIES:**

- Participate in the leadership of worship as assigned by the Senior Pastor.
- Serve in the regular rotation of ministers-on-call to provide emergency pastoral care to the congregation, and assist the Senior Pastor as needed in visiting the sick, the homebound, and others needing pastoral care.
- Provide support to other ministries and groups within the church with the Senior Pastor. For example: this might mean driving the senior adults on day trips.
- Attend meetings of the Deacons, the Church Council, assigned committees and ministry teams, and other organizations as applicable to job responsibilities.
- Perform other duties as assigned by the Senior Pastor.

#### **HOURS & SALARY:**

Hours Per week: 25

Yearly Salary: \$25,000

As with any ministerial position, actual hours may vary from week to week, depending on job requirements.