

# Associate Pastor of Discipleship and Administration

Job Title: Associate Pastor

Reports To: Senior Pastor

Position Status: Full-Time, Salaried

## **About FBCH:**

We are a multi-generational, multicultural church located in the heart of the military town of Havelock, NC. Many members are active duty or retired military with a deep passion for Christ and a commitment to serve. We have been blessed with growth throughout the pandemic, witnessing some 20 baptisms and multiple new members and families. As a church, we remained open when most churches closed their doors, respecting the right of members to choose to attend, mask or not. We stand firm on the inerrancy and infallible truth of inspired Scripture and seek to be a God honoring body of believers, serving as a beacon of truth and action.

## **Purpose:**

The Associate Pastor is the primary support person for the Senior Pastor and therefore, his role is twofold: 1) to implement and carry out the vision of FBCH with intentional focus on multi-generational discipleship, education, and growth and 2) to manage the day-to-day operations of the church.

## The Associate Pastor must:

1. Model a personal and vibrant relationship with Jesus Christ as Savior and Lord.
2. Work in harmony with the Senior Pastor.
3. Have a firm grasp on the mission, vision, values, and strategy of First Baptist Church Havelock.
4. Align key leaders and ministries with the mission.

## **Duties and Responsibilities:**

Manage the day-to-day operations of church discipleship and administration, including but not limited to:

## Discipleship:

1. Support the Senior Pastor in the overall vision casting and leadership of the church's teaching and weekend service planning, design, and execution.
2. Function as second/back up speaker to the Senior Pastor with an "emergency sermon" always at the ready.
3. Design, implement, execute, and assess church-wide discipleship programs, encompassing adults and children.
4. Oversee and give direction to children's ministry, student ministry, young adults ministry, senior adults and Bible studies. Train leaders and multiply groups.
5. Lead Sunday School development including tracking growth, developing spiritual growth, leading volunteer training, and recruitment.

6. Develop and maintain vision and processes for appreciation, care of, and celebration of Sunday school teachers, childcare and youth workers, and volunteers.
7. Design and coordinate a working model for new member and visitor follow-up, integration, and assimilation.
8. Lead, develop and multiply leaders, systems and processes that connect first-time guests, newcomers and existing members into the life of the church to experience deeper community, discipleship and ministry together.
9. Ensure pastoral care is available to staff, members, and community.
10. Build relationships with those in our church leadership, congregation, and community.

### Administration

1. Lead to completion buildings and grounds projects alongside the member point person.
2. Function as the manager of the annual sermon calendar, including the coordination of all aspects of the worship service.
3. Serve as the primary person on stage for welcome, offering, communication, and closing comments on Sunday mornings.
4. Assist in the management of social media outlets and overall web presence.
5. Champion all external marketing activities maximizing attendance of special outreach focused events and key evangelistic sermon series.
6. Work alongside Deacons to facilitate all benevolence distribution.
7. Partner with long range planning to ensure successful ongoing scheduled maintenance as well as new building projects.
8. Partner with church Ministry Assistant in managing communications.
9. Create videos and/or other artistic elements for worship services (original video ideas, movie and television clips, drama possibilities, testimonials, bumper content, etc.).
10. Work mindfully with church committees, maximizing impact and pursuing strategic avenues in which we can serve our community.

### **Job Skills and Requirements**

This position requires a Bachelor's Degree in Biblical studies or related field OR 3-5 years of Ministry related experience (Seminary Training preferred). The successful candidate will be a self-starter, able to work autonomously, with a solid work ethic and respect for our large military population. Strengths in administration, organization, process and operations, and communication are necessary. A working knowledge of Microsoft Office and Google Apps as well as the ability to research and use a multitude of information gathering resources is a must.

Knowledge of and experience with; Audio/Video equipment, worship planning software, database management, networking infrastructure, phone and security systems, a plus.

### **Evaluation and Compensation**

The Associate Pastor will discuss progress monthly with the Senior Pastor and when requested, with the Elders, regarding ministry accomplishments and activities. With the Senior Pastor's participation, the Personnel Team will conduct annually a performance evaluation and review of compensation package.