

BEREAN BAPTIST CHURCH

FAYETTEVILLE, NC



Assistant Pastor and Director of Student Ministries

Responsible to: Senior Pastor

General Job Description

To actively mentor and raise up spiritually mature young people by recruiting and equipping them to believe in the Gospel and help fulfill the Great Commission to the glory of God. Supervise ministry activities targeted to individuals from birth through high school graduation.

Skills and Qualifications

- Must be a member of Berean Baptist Church
- Must be in complete agreement with the church covenant and articles of faith
- Must remain actively involved in outreach and a church ministry
- Must be able to speak to visitors and members about Christ, the Gospel, and Bible topics as needed
- Must be able to pray with visitors or persons attending ministry activities
- Must adhere to the policies set forth in the employee handbook and employee expectations
- Must have excellent communication skills, work well with others, be willing to learn and develop new skills, highly motivated, and detailed oriented
- Must be able to work in MS Office products
- Must be able to meet deadlines and progress without direct supervision
- Must possess the minimum of a four-year degree with a Pastoral or Bible Major or a four-year degree and willing to pursue an advanced degree in theology.
- Must be ordained or pursuing ordination for pastoral ministry from a Baptist ordination council
- Must meet the qualifications for an elder in 1 Timothy 2 and Titus 1

Responsibilities

- Administer and manage children/students' ministries by overseeing Nursery, K5-12th grade Sunday school, 8:30 and 10:45 Power Hour, Awana/Summer Sizzlers, Wednesday night activities, VBS, Fall Festival, and summer camp
- Supervise and train staff in children/students' ministry positions, to include Children's Pastor, Nursery Director, Assistant Nursery Director, Children's Ministry Superintendent and others
- Serve as the primary speaker for all youth and student meetings
- Cast the vision, communicate the children/students' ministry philosophy, and implement the structure and strategy of the ministry
- Teach Bible studies, BBA Bible class, Wednesday or Sunday services, or Sunday School as requested
- Support and undergird BBA ministry as appropriate based upon Academy mission and need
- Train and hold ministry volunteers accountable for teaching and discipling children
- Maintain communication and accountability with Senior Pastor, pastoral staff members, and lay leadership; be accessible to staff supervisors 24/7 by cell phone
- Be involved in the building and grounds maintenance needs as described by the Executive Pastor if or when needed

Director of Student Ministries Job Description (cont.)

- Maintain a CDL bus driver's license (unless medically hindered) and drive as needed for activities
- Clean and maintain the youth building, report needed repairs to the Facilities Manager
- Be responsible to maintain AV equipment in the youth building
- Facilitate student-led worship team, provide sheet music, and ensure slides are ready and the group practices as needed
- Represent the children/students' ministries to the Senior Pastor and congregation by "marketing" them to keep the ministry vision alive
- Implement new ministries which disciple children
- Make personal contact with children/students and their parents via emails, texts, phone calls, postcards, and home visits
- Engage in discipleship and counseling of children including baptism meetings
- Be responsible for working with parents to help them better understand the needs of their children and work with the parents on ways that the church can partner with them in helping their children grow in the Lord
- Update office staff in maintaining specific web pages on the church website
- Aid the worship pastor in developing a children's music program
- Develop and maintain a working knowledge of KidCheck software program
- Set up and clean up for Children's ministry activities on Sunday mornings and Wednesday nights in BBA occupied spaces
- Answer to the Executive Pastor for day-to-day operations and financial concerns

Duties and Responsibilities for all Pastors

- Preach and teach the Bible through careful exegesis of the biblical text and relevant application
- Seek out opportunities to share the gospel and build relationships to make disciples of Christ
- Encourage believers to follow the Lord in believer's baptism and participate in the Lord's Supper
- Equip the saints for the work of the ministry and promote the development of a biblical worldview
- Interview potential church members; use these interviews to build discipleship relationships
- Counsel church members with the truth of God's Word to follow Christ
- Participate in pastoral functions such as, but not limited to, member visits, hospital visits, speaking in academy chapel services, teaching Bible in the Academy
- Inform the Senior Pastor concerning any critical family related issues
- Arrive early to all ministry-related meetings, activities, and services to look for visitors and welcome members by name
- Pray for the body of Christ especially during times of hospitalization, recovery or crisis
- Make contact via text, email or phone with church visitors
- Attend all worship services, Sunday school, men's discipleship events, membership meetings etc. unless providentially hindered or on vacation
- Build relationships with this church's missionaries both domestic and overseas
- Set the example in the areas of ethical and moral behavior, personal holiness, and the manifestation of the fruit of the Spirit

Other

- Oversee church owned vehicles, to include:

Director of Student Ministries Job Description (cont.)

- Ensure buses and vans are maintained and scheduled appropriately
- Assist employees in gaining their CDL
- Report monthly vehicle use fees to the Assistant CFO
- Oversee the Café, to include: orders, scheduling, staffing, maintenance and cleaning
- Assist with AV issues during services as needed
- Oversee weekly pastoral staff podcasts, to include: finding article suggestions, setting up the microphone and recording software, uploading content to Sermon Audio
- Oversee adult fellowships conducted by the church
- Oversee the Men's ministry including Men's Retreat, Men's Steak Out, Men's Prayer Breakfast, Men's Coffee and Conversation and any other Men's event