

# BEREAN BAPTIST CHURCH

FAYETTEVILLE, NC



## Associate Pastor

Responsible to: Senior Pastor

### *General Job Description*

Assists the Senior Pastor in the combined ministries of the church and academy; preaches and teaches the Word of God, assists in shepherding the congregation, and overseeing the teaching ministries of the church (Acts 20:17-28).

### *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 adhere to the policies set forth in the employee handbook and employee expectations
- Must be able to preach and teach the Word of God
- 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 members as needed
- Must possess the ability to multitask and manage others well
- Must be ordained for pastoral ministry from a Baptist ordination council
- Must meet the qualifications for an elder in 1 Timothy 2 and Titus 1
- Must be able to meet deadlines, manage time, and progress without direct supervision
- Must possess a Master's of Divinity or Doctor of Theology from an accredited Seminary
- 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 and Google documents

### *Responsibilities*

- Expand and enhance the ministry of the senior pastor
- Serve as a member of the council of elders on a rotational basis and regularly attend elders' meetings
- Influence the continued developing of a personal and relational disciple-making culture
- Oversee Adult Sunday school classes and/or other small groups
- Develop and oversee disciple-making groups
- Coordinate with missionaries (current and potential), their needs, and ministry updates, help plan mission's trips, and plan Missions Conferences
- Develop and oversee the equipping of BBC members as neighborhood missionaries
- Preach and/or oversee the Wednesday evening adult ministry
- Teach Bible studies, BBA Bible class, Sunday services, and/or Sunday School as requested or needed
- Oversee adult fellowships conducted by the church
- Support and undergird BBA ministry as appropriate based upon Academy mission and need, helping connect the BBA families to the BBC family

## Associate Pastor Job Description (cont.)

- Maintain communication and accountability with Senior Pastor, ministerial staff members, and lay leadership; be accessible to staff supervisors 24/7 by cell phone

### *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