

Position Description: Associate Pastor with Students
Reviewed by: Senior Pastor
Classification: Salaried-Full Time Permanent
Date: 02/17/2021

SUMMARY

The **ASSOCIATE PASTOR WITH STUDENTS** serves Green Level Baptist Church in two primary ways. First, he serves both by assisting and partnering with the Senior Pastor to lead and shepherd our church family. Second, he serves by leading and overseeing our church's Youth Ministry with the help of the Youth Council.

OBSERVABLE QUALIFICATIONS

In addition to the biblical qualifications for a pastor found in 1 Timothy 3:1-7, Titus 1:5-9, and 1 Peter 5:1-4 the person called to this role should be a committed follower of Jesus Christ who has demonstrated he is:

- **CALLED** to vocational pastoral ministry with an obvious love for Christ and His Church.
- **HUMBLE** with a focus to serve others before self.
- **RELATIONAL** with a commitment to work well with others.
- **INTENTIONAL** with observable skills in organization, planning, and both verbal and written communication.
- **SELF-MOTIVATED** with a high work-ethic and strong initiative.
- **TEACHABLE** with a desire to learn and grow personally and professionally.
- **LIVELY** with excitement and enthusiasm for the glory of God, the good of His Church, and the spread of His Gospel.
- **INVESTED** with a passion to evangelize and to equip, empower, encourage disciples, particularly students, parents, and leaders.
- **KNOWLEDGEABLE** with a firm foundation on the Gospel and biblical truth, as well as church-based strategies for discipling others.
- **EXPERIENCED** working with (and preferably leading) others, particularly students, parents, and leaders in a church-based setting.

EDUCATION NOTE

- Candidates should have earned a Masters of Divinity (MDiv).

JOB RESPONSIBILITIES

- A. As an Associate Pastor in our church, the Associate Pastor with Students will:
- **SUPPORT** the Senior Pastor in day-to-day ministry, assisting him with vision casting, strategic planning, administrative work, and pastoral care (e.g., prayer, visitation, counseling, special services, etc.).
 - **HELP** the Senior Pastor with planning and overseeing church worship services.
 - **ENSURE** “pastoral presence,” working together with the Senior Pastor to coordinate availability and schedules, including “days off” and “time away.”
 - **PREACH** (and **TEACH**), as needed, at the request, and under the direction, of the Senior Pastor.
 - **HANDLE** special assignments, as needed, at the request, and under the direction, of the Senior Pastor.
 - **EXPAND** the ministry of Green Level Baptist Church by partnering with the Senior Pastor to develop and implement a pastoral equipping strategy based upon Ephesians 4:11-12.
 - **REACH** out regularly to members, attenders, and guests to offer pastoral encouragement, support, and prayer.
 - **DEEPEN** our church’s commitment to biblical, theologically-sound ministry that is based upon an unwavering commitment to prayer and the ministry of the Word (cf. Acts 6:4).
- B. As the Associate Pastor with Students, the Associate Pastor with Students will work with the Youth Council to:
- **LEAD** the Youth Ministry, overseeing ministry programming (e.g., ongoing weekly ministries and special events) and planning (e.g., yearly goals and budget).
 - **EQUIP, EMPOWER & ENCOURAGE (3Es)** leaders and volunteers to serve confidently using their God-given gifts and talents within the Youth Ministry.
 - **ALIGN** the mission, vision, and values of the Youth Ministry with the mission, vision, and values of Green Level Baptist Church.
 - **DEVELOP** a practical, focused disciple-making strategy for the Youth Ministry through ongoing weekly ministries and planned special events.
 - **TEACH** the Gospel to students and families in an engaging, yet biblically-sound way so that students understand what it means to know Christ and follow Him.
 - **HOLD** consistent, regularly-scheduled leadership meetings with the Youth Council for Bible study, prayer, planning and evaluation.
 - **ESTABLISH** relationships with other area leaders and organizations serving students and families, including those from local churches and schools.

- **MAINTAIN** clear, consistent, Christ-like communication with leaders, volunteers, parents, and students through in-person interaction and electronic means (e.g., web, email, text, social media, etc.).
- **INVEST** in parents and families “as partners,” providing tools and resources to connect church with home and encourage worship and disciple-making in the home.
- **NURTURE** a welcoming, safe environment for students and families through the use of up-to-date child-safety protocols and practices.
- **INTEGRATE** students and families in the larger life and ministries of the church, such as worship services, service projects, and missions opportunities.
- **SEEK** opportunities to connect with leaders, volunteers, parents, and students outside of the ongoing weekly ministries.
- **TRAIN** current ministry leaders and volunteers through ongoing communication and special events, which should occur at least twice a year.
- **RECRUIT** new ministry leaders and volunteers with clearly communicated roles and expectations.
- **YEARN** (cf. Phil 1:8) for the growth and good of all involved in the Youth Ministry by praying consistently for leaders, volunteers, parents, and students.

C. As member of the church’s Staff Team, the Associate Pastor with Students will also:

- **SET** personal and professional/ministry goals in line with the responsibilities outlined in this Job Description.
- **ENGAGE** in Staff meetings, discussions, and additional projects, as needed, at the request, and under the direction, of the Senior Pastor.
- **RESPECT** confidentiality of conversations with staff, committees, and members/guests. Unless permission is given, all prayer requests will be shared only with the Senior Pastor.
- **VALUE** personal and family growth in the Gospel as an essential priority both personally and professionally.
- **ENHANCE** church communication through clear and consistent email, website, and social media updates.

ADDITIONAL REQUIREMENTS

As both a pastor and employee of Green Level Baptist Church, the Associate Pastor with Students will exhibit the following five “marks”:

- **MODEL** Christlikeness “in speech, in conduct, in love, in faith, [and] in purity” (cf. 1 Tim 4:12), whether in the church or in the community.
- **AGREE** with the Baptist Faith and Message 2000 and the mission and vision of Green Level Baptist Church, joining Green Level Baptist Church as a member.

- **RESOLVE** to pray regularly for the glory of God, the good of Green Level Baptist Church, and the spread of the Gospel from our neighborhoods to all nations.
- **KEEP** regular office hours under the direction of the Senior Pastor and participate in church services and relevant ministry programming. Keep Senior Pastor updated of any changes.
- **SIGN** the acknowledgement form indicating that he has read the current version of the Personnel Manual.

COMPENSATION PACKAGE

- Salary package will be determined by written offer made by the Pastor Search Committee.
- Salary will be reviewed annually by the Personnel Committee.
- Two (2) weeks paid vacation to include 2 Sundays and 2 Wednesday annually.
- Vacation days may not be carried over year to year.
- Two (2) weeks afforded per year for revivals, conferences, or continuing education to include (3) Wednesdays and two (2) Sundays.
- For other non-paid, extended leave needed, prior arrangement must be made with the Senior Pastor and Personnel Committee.
- Ten (10) sick days per year. Sick days may be accumulated for a maximum of 20 days. Accumulated sick leave will not be paid in the event of termination of employment. In case of prolonged illness, continued payment will be at the discretion of the church.