Job Description:

Associate Pastor

Dated Created: June, 2015
Responsible to: Senior Pastor

Purpose

Assist the Senior Pastor in preaching and teaching of God’s Word, oversight of ministries and facilities, care and counseling of membership, ordinances of baptism and the Lord’s Supper, and matters relating to discipleship and church discipline.

Skills and Qualifications

The Associate Pastor must possess:

- Strong desire to work in a Christ-exalting, gospel-centered Baptist church
- Divine call to preach the Word
- Ability to teach truth well from the Bible in an expositional manner
- Advanced degree relating to Bible studies or Pastoral Ministries
- High personal motivation, self-management, and detail-orientation
- Ability to take responsibility for meeting deadlines and making progress without direct supervision
- Computer skills in MS Office
- Ability to learn and develop new skills and adapt to diverse situations
- Qualifications of a pastor in accordance with 1st Timothy 3
- Minimum of two years of verifiable, full-time successful experience in ministry
- Willingness to be a Team Player
- Skill to Plan and Execute Events
- Eagerness to work with Staff and Volunteers

Responsibilities

- Expand and enhance the ministry of the Senior Pastor with the church membership
- Provide the “face” of the pastoral staff before the church in the absence of the Senior Pastor
- Provide advice & guidance to the church staff as appropriate
- Administer the details and management of visitation efforts
- Cast vision and coordinate details for outreach events
- Oversee the training of Bible study leaders and teachers
- Support Church membership in reaching their lost loved ones
- Oversee sections of church website assigned by Senior Pastor
- Preach at BBA and other Christian school chapel services as requested
- Participate in BBA Get Acquainted Days (in both presence and on the speaking schedule)
- Manage missions program under leadership and direction of Senior Pastor
- Teach one Bible class at Berean Baptist Academy
• Actively participate in men’s ministry activities
• Seek quarterly feedback from the Senior Pastor on avenues of redirection of innovation
• Counsel Church members and some attenders
• Visit membership in hospitals
• Make consistent attempts to welcome visitors
• Conduct funerals and weddings
• Personally know the membership

Position Details
The Associate Pastor must:
• Be a heterosexual, married male
• Be a born-again baptized believer striving to live a sanctified life under the Lordship of Jesus Christ
• Become a member of Berean Baptist Church
  o Abstain from the use of any form of tobacco, alcohol, or any illegal drug
  o Keep themselves (either individually or as couple) from any location that would be morally questionable such as nightclubs and other similar establishments
  o Be very careful about the content in the movies and television they watch, the music they listen to, and the websites they view so that their conversation won’t reveal any questionable practices
  o Pay their bills on time and manage their personal finances in such a way as to bring honor to Christ
  o Completely abstain from pornography or any immoral or unethical behavior
• Be in complete agreement with the church vision, covenant, articles of faith, ministry distinctives, and each of the contemporary issues as posted on the church website
• Possess a biblical worldview and strive to live by it
• Consent to a review of his credit reports by one of the three major providers of reports
• Be willing to submit to a criminal background check and illegal drug testing
• Wear coat and tie for Sunday morning worship services; business casual to evening services and at work; and appropriate attire for other activities
• Cheerfully and consistently tithe from your gross income to the church
• Use the ESV Bible in the BBA classroom and the KJV Bible for all church preaching functions
• Be conscious of opportunities to witness, share the gospel, and invite others to church
• Resign your employment at the point that it is impossible to support the pastor’s vision, philosophy and intent for ministry

Position Benefits
• Starting salary will be negotiated based on education and experience
• After one-two years of excellent performance and demonstrated value to the ministry the director can expect this annual salary:
  o 4 year Bachelor’s degree $40,000
  o 1 year masters degree $46,000
  o 2 year masters degree $48,000
  o 3 year masters degree (MDiv) $52,000
  o Doctorate $56,000
• Benefits of service
  o Dental and term life insurance
  o Optional vision insurance
  o 2 weeks paid vacation after 1 year of employment
- Paid sick and personal days
- Paid holidays
- Cell Phone