

## Alma Bible Church

### Associate Pastor - Job Description

<b>Ministry job title:</b>	Associate Pastor	<b>Date job description created:</b>	February 26, 2017
<b>Reports to:</b>	Senior Pastor	<b>Classification:</b>	Part Time (24 hrs/wk)
<b>Department or functional area:</b>	Pastoral	<b>Hours of Work:</b>	To be determined in consultation with Senior Pastor
<b>Primary Purpose</b>	<p>This position exists in order to assist the Pastor to better meet the needs of the congregation. Specifically, the associate pastor will focus efforts on reaching out to the youth, and junior youth, providing a level of musical expertise to Sunday morning worship as well as contributing where needed to the ministry of visitation, counseling and teaching/preaching.</p> <p>The primary goal is to enable the senior Pastor to focus more on preaching, teaching, visitation and counseling.</p>		
<b>Describe the main accountabilities of this position:</b>	<i>Preaching, Teaching &amp; Discipleship</i>	<ul style="list-style-type: none"> <li>Preaches between 2-6 sermons/yr.</li> <li>Works with others to develop their spiritual gifts by helping them to assess, develop and be challenged and accountable in their areas of giftedness.</li> </ul>	% of time 15%
	<i>Administration</i>	<ul style="list-style-type: none"> <li>Develop and maintain relationships with other local churches.</li> <li>Attend ministerial association meetings where appropriate.</li> </ul>	% of time 5%
	<i>Youth Ministry</i>	<ul style="list-style-type: none"> <li>Teach and lead all youth bible studies</li> <li>Attend all senior youth activities (e.g. fun nights, retreats etc.)</li> <li>Visit with junior youth on a regular basis</li> <li>Meet at least once each year with each member of youth group</li> </ul>	% of time 60%
	<i>Visitation, Hospitality &amp; Counselling</i>	<ul style="list-style-type: none"> <li>Visit with parents of youth in their home at least once per year</li> <li>Schedule and conduct visits with those in hospital, shut-ins and new comers to Alma.</li> </ul>	% of time 10%

## Alma Bible Church

### Associate Pastor - Job Description

		<ul style="list-style-type: none"> <li>Conduct counseling sessions on an as needed basis, including pre-marital, family, abuse, etc.</li> </ul>	
	<i>Adult Ministry</i>	<ul style="list-style-type: none"> <li>Life group management. Working with Senior Pastor to select best materials for life groups</li> <li>Assist in developing leadership for life groups</li> <li>Provide feedback and opinion on pulpit planning when requested/required.</li> <li>Work with Senior Pastor to plan major events (e.g. prayer nights, church social events etc.)</li> </ul>	<p style="text-align: center;">% of time</p> <p>5%</p>
	<i>Personal &amp; Professional Growth</i>	<ol style="list-style-type: none"> <li>Spiritual Development materials             <ol style="list-style-type: none"> <li>Sermons on line</li> <li>Books</li> </ol> </li> <li>Conference Ministries             <ol style="list-style-type: none"> <li>Listen to Founders Week online</li> </ol> </li> <li>Active involvement in life group, and/or age appropriate ministry group (20 Somethings)</li> <li>Regular attendance at Sunday AM worship</li> <li>Active involvement in worship group for Sunday AM</li> </ol>	<p style="text-align: center;">% of time</p> <p>5%</p>
<b>Collaboration:</b>	<ul style="list-style-type: none"> <li>- A servant attitude</li> <li>- Takes direction well</li> <li>- Will function as a member of the church staff.</li> <li>- Fostering positive relationships with parents of youth</li> </ul>		
<b>Communication:</b>	Fluency in the English language is an imperative		

## Alma Bible Church

### Associate Pastor - Job Description

<b>Decision making:</b>	<p>The successful candidate will</p> <ul style="list-style-type: none"> <li>• be expected to plan all the youth events for the year, operating within a previously established budget</li> <li>• manage events that require travel, potentially cross border, requiring permissions slips, necessary travel documents etc.</li> </ul>
<b>Qualifications:</b>	<ul style="list-style-type: none"> <li>• Previous experience working with youth is a must.</li> <li>• Experience in small town / rural ministry an asset</li> <li>• Minimum requirement of a Bachelor's degree from a Bible college (focus in youth, basic bible or theology)</li> <li>• Teachable - someone who is eager to learn</li> <li>• Preference will be given to those candidates who show an ability to read music and play an instrument.</li> </ul>
<b>Work environment:</b>	<p>While there is opportunity for the successful candidate to work from home, it is expected that the successful candidate will keep regular office hours at the church.</p> <p>It is understood that meetings with parents of youth, meetings with various youth, etc will take place in differing locations, at various times of the day.</p> <p>The successful candidate will:</p> <ul style="list-style-type: none"> <li>• be expected to participate in the various events that are planned, sports, crafts, etc.</li> <li>• require a valid driver's licence</li> <li>• valid insurance</li> <li>• spend hours at a time sitting at a desk, on the phone or in meetings with families of youth</li> </ul>