



***First Baptist Church
Bryson City, North Carolina***



Associate Pastor Information

POSITION PURPOSE AND SUMMARY

Under the supervision and direction of the Pastor, the Associate Pastor will assist the Church in meeting its goal of worshipping God through Welcome, Worship, and Witnessⁱ. The Associate Pastor will support the mission and values of the Church through communication, performance, and by self example to the congregation and the community.

The Associate Pastor's primary duty is to serve as the Christian Education Specialist for the Church. In this position, the Associate Pastor will develop, lead, and support the Church's various education programs, which include the Sunday School Program, Youth Program, Children Program, and a variety of other part and fulltime learning programs.

In addition to serving as the Church's Christian Education Specialist, the Associate Pastor will assist the Pastor, as needed, in all other Church activities, programs and management.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Plan, develop, and administer all programmatic activities relating to the Church's Youth Program. These include the Wednesday night programs and various other youth programs throughout the year, including mission activities.
2. Plan, develop, and administer all programmatic activities relating to the Church's Children Program.
3. Plan, develop, and administer all programmatic activities relating to the Church's Sunday School Program.
4. Plan, develop, and administer a program of ministerial outreach for members who are unable to attend church, including shut-ins, and patients in nursing homes/hospitals.

5. Develop and coordinate a new attendee ministry program. The program would include a Newcomers Caring Team, which would be responsible for orientation and other needs of the new member (including potential new members).
6. Plan, develop, and coordinate small fellowship groups.
7. Under the direction of the Pastor, the Associate Pastor may be called upon to assist in worship services and many other Church activities.

The above statements are intended to describe the general nature and level of work to be performed. They are not intended to be an all inclusive list of responsibilities, duties, and skills required of the position.

JOB PERFORMANCE CRITERIA

- A. EDUCATION/EXPERIENCE: Has a Seminary Degree. A related degree or experience may be substituted. Has been ordained, or is in the process of being ordained. Experience with coordinating youth programs is preferred. The Associate Pastor will be encouraged to enhance his/her ministry through participation in professional development.
- B. MENTAL AND PHYSICAL DEMANDS/WORKING CONDITIONS: This is a full time position. Flexible hours are required to meet responsibilities. Must be able to gain and maintain the respect of the youth while developing positive, trusting relationships. Must be organized, responsive, and understanding of the needs of the youth as a group and individually. Must be able to meet established deadlines.
- C. RELATIONSHIPS:
 1. Have the ability to lead and work with youth and people of all ages.
 2. Ability to work in a team oriented staff environment.
 3. Have strong nurturing skills.
 4. Point person for youth.
- D. ACCOUNTABILITY:
 1. Has a commitment to maturing in his/her Christian Faith and an ability to share that faith with others.
 2. Be able to envision, coordinate, organize and administer programs.
 3. Be a responsible person.
 4. Be a self starter and motivated person.

ⁱ **Worship** is a core value at First Baptist Church. Worship is ascribing worth to God in all we do or say. The goal of living is to worship God. We consider worship to involve the church body meeting with Holy God through elements such as: giving, singing, praying, and preaching. **Welcome** is another core value at First Baptist Church. Welcome

encourages people's sensitivity to the presence and work of the Spirit of the Lord in their lives and in the hearts of believers. The church welcomes all who will come, for we believe that Christ died for all. Welcome develops a sense of belonging as persons share time at every opportunity with attitudes of friendship and acceptance.

Witness is still another core value at First Baptist Church. Witness is sharing with others the love of God in all we do or say. It is cultivating relationships with people through conversation and hospitality for the purpose of leading them to trust in Jesus Christ. We extend witness to our families, friends, and community, and through mission-giving and going into all the world.