



Associate Pastor Position Description

Focus on Administration and Outreach

The Associate Pastor supports the Senior Pastor in equipping church members to achieve the Friendship vision and mission. This position will be responsible for outreach and education ministries that will maintain and grow the church family. The ideal candidate will support and nurture the church mission, while diligently articulating the church vision.

Position Responsibilities:

- Collaborate with the Pastor and Elders to discern and implement God's vision for Friendship
- Manage operational aspects of current and future church ministries. Ensure success of ministry programs by seeking to disciple, equip and enable lay members who lead church ministries. Serve in a supporting role, actively encourage members to identify and develop their spiritual gifts, passions and callings
- Shepherd church ministries and engage heavily in developing ministry leaders. Encourage volunteer recruitment and training, and ensure ministries are following best practices and developing disciples
- Effectively manage church business matters and share office administration duties, to include managing insurance and vendor contracts, purchasing and other miscellaneous duties as assigned
- Assist in the management of the church budget. Duties include development, oversight and tracking of the church budget through the year. Oversee expenditures and work closely with the ministry leaders, church treasurer and Elder of Finance to ensure the expenditures accomplish the vision of the church and meet and maintain financial discipline
- Oversee event planning and maintain master church calendar. Oversight includes coordination of major ministry events and the requisite planning, and supporting ministry leaders with reminders and other aids to ensure success
- Ensure the church children's ministries, policies, volunteer screening processes and security procedures conform to industry best practices and take every reasonable effort to protect the children and church members
- Collaborate with Senior Pastor in building relationships with community leaders, discerning outreach and ministry opportunities. Equip and encourage church members to engage their community and friends with the gospel
- Lead church-wide outreach efforts. Leadership includes identifying community needs, coordinating church support for the outreach program, and developing a strategy to equip each member to effectively share the gospel
- Assist each growth group in identifying and meeting needs in its community. Serve as mentor to growth group leaders and/or growth team to prepare them for discipleship
- Prepare the church to lead a church plant, other/multi-campus or church revitalization project. Identify current plants or revitalization projects the church can partner with to learn from and grow
- Support pastoral duties, to include, but not limited to conducting worship, teaching, visitation, counseling, evangelism and discipleship

Skills and Qualifications:

MA, MDiv, or ThM from a seminary theologically aligned with Friendship

Ordination by Protestant church, preferably Baptist faith

5+ years experience serving in a leadership role in a variety of church ministries

Must be proficient in Microsoft Office Suite, to include Excel, PowerPoint and Word

Must have experience with presentation software, such as Prezi, Keynote, Corel or similar application

Be disciplined and organized

Excellent oral and written communication