

PULLEN MEMORIAL BAPTIST CHURCH  
ASSOCIATE PASTOR

**Function:** Provides back up and support for the Pastor in all functions including worship planning and services, pastoral care, and staffing of Pullen Councils and Committees; plans, organizes, and coordinates adult and senior adult education and spiritual formation ministries, programming and services; supervises children and youth ministries; plans, organizes, develops and supervises outreach programs including international partnerships and local community missions and programs.

**Duties and Responsibilities:**

Assists the Pastor with worship planning including periodically developing and delivering the Sunday morning sermon; participates in pastoral care with the congregation; shares attendance at Pullen Councils and Committees; provides other support and back up as needed; acts in the absence of the Pastor.

Plans, organizes, develops and coordinates adult education and spiritual formation programming including adult Sunday School and Wednesday night programming; identifies and coordinates teachers and speakers; works with committees including Wednesday Night committee, Adult Education Committee and Spiritual Life Group in determining programming needs, priorities and ideas.

Supervises children and youth ministries including supervision of staff; provides support, feedback, ideas, and guidance as needed.

Plans, organizes, develops and coordinates senior adult ministries; develops programs; identifies and coordinates volunteers.

Plans, organizes, develops, participates in, and/or supervises (or delegates responsibility for) various missions and outreach programs such as international partnership missions trips and programs, back door ministry, Wiley tutoring program, financial assistance program, and others; provides or supervises staff support to various mission groups such as Peace and Justice, Care of Creation, ABC, Cross of Nails, and Pullen Mission Women; may serve as Hope Center Liaison.

Provides training and orientation for new staff; provides effective leadership, communications, motivation, conflict resolution, and performance coaching and evaluation for assigned staff.

Maintains necessary records and prepares reports as needed.

Performs other duties as needed and assigned by the Pastor.

**Relationships:** Is supervised by the Pastor and supervises Minister with Children and Their Families; Minister with Youth and Their Families; and Community Ministry Coordinator

**Qualifications:** Graduation from an accredited college or university with a bachelor's degree, graduation from seminary with an appropriate degree, and at least six years of experience in Christian education, social justice ministry and/or pastoral care; or an equivalent combination of education and experience.

April 17, 2011