

ASSOCIATE PASTOR
PULLEN MEMORIAL BAPTIST CHURCH

Function: Provides back up and support for the Pastor in all functions including worship planning and services, pastoral care, and staffing of assigned Pullen Councils and Committees; plans, organizes, and coordinates senior adult and young adult education and spiritual formation ministries, programming and services; supervises children and youth ministries; plans, organizes, develops, and implements intergenerational and congregation-wide activities 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, especially with seniors; shares attendance at Pullen Councils and Committees; provides other support and back up as needed and acts in the absence of the Pastor.

Plans, organizes, develops and coordinates Wednesday night programming; works with committees including Wednesday Night Committee and Spiritual Life Group in determining programming needs, priorities and ideas.

Provides guidance and support for individuals and groups involved in building and sustaining congregational life; plans and coordinates small-group and congregational events and activities, works to engage new members, seniors, visitors and others in the life and ministries of the church.

Supervises children and youth ministries including supervision of staff; provides support, feedback, ideas, and guidance as needed; provides training and orientation for new staff; provides effective leadership, communications, motivation, conflict resolution, and performance coaching and evaluation for assigned staff.

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

Plans, organizes, develops and coordinates young adult ministry programs and activities.

Maintains necessary records and prepares reports as needed; monitors budgets for assigned groups.

Performs other duties as needed and assigned by the Pastor.

Relationships: Is supervised by the Pastor and supervises Minister with Children and Their Families and Minister with Youth and Their Families.

Qualifications: Ordained minister in the Christian tradition. Graduation from an accredited college or university with a bachelor's degree; graduation from an accredited seminary or graduate school with a Master of Divinity or comparable degree, and at least five years of experience in Christian education, pastoral care, work with seniors, young adults, and/or congregational life activities, supervisory responsibilities, or comparable work experience.

November, 2017 (position functions begin May 1, 2018)