

Employee's Name:	
Job Title:	ASSOCIATE PASTOR
Reports To	Senior Pastor
Secondary Accountabilities	Board of Deacons
Ministry:	Providing leadership for the church as a whole with an emphasis on leadership over the Student Ministries
Position Type:	Full-Time, At-Will
Employee Type:	Pastoral
Number of Hours per Week:	40 hours + or - depending on schedule, 5 days a week; a regular office schedule is required
Compensation:	\$43,000+ depending on experience. Salary can be allocated to Housing Allowance, and/or retirement plans as requested.

#### Aim:

To support the spiritual growth of people at New Hope Baptist Church by living and proclaiming the Gospel of Christ and encouraging the local church body to do so, guiding the spiritual development of the congregation, and providing pastoral care in meeting the needs of persons in the church and community. He will serve as the chief communicator, biblical teacher, and leader of the Student Ministries as well as administering carefully and prayerfully the teens, parents, and volunteers involved in all aspects of these ministries. He will also oversee our Connections Ministry to visitors hoping to lead them into active, serving members of the New Hope body.

#### General Qualifications and Requirements:

- **THE ASSOCIATE PASTOR**, will be expected to joyfully minister in accordance with the Word of God. He should have a personal relationship with Christ, a desire to follow Him, and a concern to reach those that do not know Him. (Matthew 19:14).
- **THE ASSOCIATE PASTOR**, must be a member in good standing of New Hope Baptist Church. If not a member when called by the church, he will complete the process within three months of the date of employment. Beyond the doctrinal and ethical implications of being a minister of the Gospel of Jesus Christ and embracing our Statement of Faith, he will support the leadership, mission, and vision of the church. He is to be an ex-officio member of the Board of Deacons and will faithfully attend Deacon's meetings.
- **THE ASSOCIATE PASTOR**, needs to meet the spiritual and character qualifications of an elder as found in 1 Timothy 3:1-7 and Titus 1:6-9 and to exhibit the fruit of the Spirit as found in Galatians 5:22-23. He should be wise, discerning, decisive, sensitive, tender, and firm. He should be a man of prayer and a man of the Word, sensitive to what the Spirit is saying to New Hope Baptist Church. He should devote himself to daily prayer and Bible reading for the sake of guarding himself against sin

and stirring up his heart and mind to renewed passion for Christ and should lead his family in regular times in the Word and prayer.

**- THE ASSOCIATE PASTOR**, must be a team builder who connects with and encourages others well, regardless of their age, gender, race, or socioeconomic background. He must have a demonstrated ability to develop leaders, be a self-starter, and be a good communicator.

#### Personal Skills:

1. Leader - the Pastor should be able to lead in a variety of contexts inside and outside the church, in such a way that Jesus Christ and His Gospel are clearly glorified. He should be a self-starter and an initiative taker.
2. Team Builder – the Pastor should have a desire to care for people, and the skills to create, facilitate, and manage teams and teamwork to accomplish ministry. This care for people will require spending time with people.
3. Bridge Builder – the Pastor should be able to lovingly engage and unite people from varying backgrounds & perspectives, in the church, and in the community, to advance harmony, achieve common goals, and ultimately connect people with the love of Christ.
4. Communicator - the Pastor should be able to clearly and effectively communicate the heart of God to the community and communicate the needs and aims of the community to the church (leadership and congregation). He should similarly be able to communicate the vision and decisions of church leadership to his ministry teams and the congregation. Finally, the pastor should be an effective communicator of Christ-centered discipleship who is able to rightly handle the Word and joyfully encourage others to do the same. Effective communication means multiplying serious Jesus-followers and discipleship-makers in our church, equipping the saints for the work of the ministry.

#### Essential Ministry Responsibilities:

1. Grow in grace and knowledge of Jesus Christ (2 Peter 3:18) by ...
  - a. Maintaining a devotional life of prayer and meditation on the Word.
  - b. Faith-enriching reading, study, and continuing education.
  - c. Engagement in personal and corporate worship.
  - d. Participate in mutual care and accountability with other believers.
2. Connections (First Impressions to Community Group involvement): 10% of responsibilities
  - a. Create a meaningful and memorable first-time experience for visitors to go from first-time to active attendee with the goal of membership in mind for every visitor to New Hope Baptist Church.
  - b. Help every visitor embrace the values and vision of New Hope Baptist Church through attending the Membership Class.
  - c. Recruit, train, inspire and shepherd the Welcoming team to facilitate the above.
3. Youth Ministry: Ignite Youth Group (currently 5-10 teens, 2 volunteers involved) 65% of responsibilities
  - a. Teach the Bible with excellence, clarity, and authenticity, delivering scripturally relevant messages that are applicable to the everyday lives of the youth. Primary teaching will be during our midweek Youth Group and Sunday School Class.
  - b. Build intentional relationships with and provide pastoral care for students and their parents.
  - c. Implement and lead a Discipleship Ministry within the youth group.
  - d. Encourage and facilitate youth engagement in the larger church body.
  - e. Summer Missions/camp planning and leadership, including gathering, training, and

- leading volunteers.
- f. Develop and implement a system for Ignite Youth Group visitors/families with youth group-aged kids to be welcomed into the group and become an integral part of the Ignite Youth program.
- g. Plan special service projects, fundraising, and fun events for youth to participate in accordance with the goals and vision of New Hope Baptist Church.
- h. Regularly communicate with parents, youth, and volunteers through various means (i.e. personal communication, emails, and social media).
- i. Reach out evangelistically to youth in the community through local schools and other outreach ministries currently being done in our community (examples: connect with and possibly help out with the local Youth For Christ group, going to local schools to eat lunch with students.)
- j. Work to provide meaningful opportunities for the youth of our church to serve in the church, community, and elsewhere.
- k. Leading by example and teaching our youth to serve in the community in order to develop a personal faith in Jesus Christ, an understanding of service, and helping them discover and use their spiritual gifts for ministry.
- l. Keep the church up to date about the youth & other parts of the ministry
- 4. VBS Coordination (around 40 kids each summer, 20+ volunteers) 3% of responsibilities
  - a. Recruit, train, inspire, and shepherd the Volunteers for the yearly VBS outreach
  - b. Pick out a VBS Curriculum/Theme.
  - c. Help teach, lead, train, and administrate.
  - d. Communication with Parents & Community
- 5. Participate in specific ministry discipleship and teaching opportunities as needed. 12% of responsibilities
  - a. Assist the Senior Pastor in the oversight of leadership, staff, congregation, and ministry teams.
  - b. Assist the Senior Pastor in the management of social media outlets and overall web presence
  - c. Preach on a semi-regular schedule as assigned
  - d. Function as second/backup speaker to the Senior Pastor with an "emergency sermon" always at the ready.
  - e. Participate in regular staff meetings
  - f. Work with other church leadership and staff to coordinate the church calendar of events, trips, fundraisers, and outreach.
  - g. Keep regular office hours.
  - h. Engaging in qualified pastoral duties as opportunities/needs arise (i.e., weddings, funerals, communion, baptism, child dedication services, occasional visitations, etc.)
  - i. Other duties as assigned.

One of the following roles below can be added to the job description based on the candidate's talents. 10% of responsibilities

- 1. Administrator of Nursery and Children's ministries.
  - a. Teacher training, recruiting and scheduling worker volunteers for all areas of ministries.
  - b. Maintain an up-to-date background database for all volunteers working with children/youth.
  - c. Create and manage the separate ministry budgets, including preparing for and presenting the budgets/budget needs before the board of deacons and/or finance committee.
  - d. Choose, order, and administrate curriculum for all aspects of the ministry. Make sure the teaching volunteers have the curriculum they will be teaching weeks ahead of time so as to give them ample time to prepare their lessons.

- e. Provide an organized, fun, safe, disciplined, and caring environment for the children to come and learn.
- f. Make sure Child Safety Policy and Check-In Procedures are being taught to volunteers and followed.
- g. Oversee Awana.
  - i. Work with the Awana Commander and volunteers to plan the yearly schedule.
  - ii. Purchase materials for the Awana ministry.
  - iii. Help recruit and train current/new Awana volunteers.
- h. Oversee Nursery.
  - i. Work alongside the current Nursery Administrator to make sure they have the volunteers, supplies, snacks, etc. needed each Sunday.
- 2. Manage Media for the Outreach and Promotion of the Church
  - a. Work with leadership to help implement the visual brand of New Hope, through our social channels and convey how God is moving in our church.
  - b. Develop a moderation policy for the ministry
    - i. Moderate all user-generated content online within the moderation policy for the ministry including responding to comments and direct messages
  - c. Create, edit, publish and share consistent, relevant content (original text, images, video, etc.) that creates meaningful moments of connection
  - d. Ensuring accurate information on website & social media
  - e. Set up and optimize ministry pages within the local church to increase visibility and traffic of the ministry's social content
- 3. Community Outreach:
  - a. Find, develop and create turnkey missional opportunities for individuals and groups from New Hope Baptist Church to serve and invest in the Gas City community.
  - b. Develop and strengthen New Hope Baptist Church's ties with important non-profit organizations (i.e. Pregnancy Help Center, etc.) that share New Hope Baptist Church's missional values and commitments to the community.
- 4. Missions
  - a. Organize and lead the church's regional, national, and international mission efforts including annual mission trips.
- 5. Worship Ministry
  - a. Recruit, equip, encourage and administrate the worship team to provide weekly musical worship during church services.

**TO APPLY: Please send cover letter, resume, testimony, doctrinal statement, sermon video/audio to [jobsnewhope@gmail.com](mailto:jobsnewhope@gmail.com)**

Approved By:	Signature	Date
Senior Pastor Curtis Rhoadarmer		
Chairman of the Board of Deacons Noel Schroder		
Employee Signature		
Last Reviewed By:	New Hope Baptist Church	