

Associate Pastor for Spiritual Formation and Administration

The Associate Pastor for Spiritual Formation and Administration is a full-time position that will collaborate with the Senior Pastor, staff, church committees, and ministry directors in providing Spirit-led leadership that engages all generations toward growing in Christlikeness. There are four primary areas within the church through which the Associate Pastor will seek to accomplish this: Christian Education, Discipleship, Missions, and Administration.

This role requires substantial organizational and discipleship gifts to develop influential ministry leaders and teams.

Preferred Qualifications:

- A clear sense of calling to vocational ministry.
- A degree from an accredited seminary.
- Minimum of 3 years of experience working in the local church.
- Exceptional organizational and relational skills.

Ministry Responsibilities

- **Christian-Education**
 - Recruit, equip, and encourage leaders for adult Sunday School classes.
 - Assist Sunday School teachers in choosing the curriculum. Ensure literature and all necessary teaching aids are available for teachers.
 - Lead our Starting Point class for those new to FBC MHC.
- **Discipleship**
 - Actively engage in disciple-making through teaching and personal relationships.
 - Recruit, equip, and encourage lay leaders in various discipleship roles within the church, including:
 - Wednesday Night Discipleship Studies
 - The Associate Pastor will lead a fall, spring, and summer discipleship study.
 - Oversee WMU & Baptist Men ministries
- **Missions**
 - Work in conjunction with the Mission Committee toward Missional Engagement in our community and abroad
 - Participate in Vacation Bible School
 - Lead outreach events
 - Assist in the distribution of local benevolence funds
 - Serve as the staff liaison to Ekklesia and Martha's Mission

- **Administration**
 - Provide leadership alongside the appropriate committees on matters related to the maintenance of all church properties. (Including but not limited to committees such as: Building & Grounds, Transportation, Building and Growth)
 - Supervise the Custodial Staff and Minister to Senior Adults by overseeing the work schedule, reviewing the work performed, and assigning other duties as needed.
 - Oversee Upward Sports Ministries

- **General Pastoral Responsibilities**
 - Participate in worship services, fill the pulpit in the pastor's absence, and conduct weddings and funeral services when requested.
 - Assist the pastor in hospital visitation, counseling, and crisis ministry.
 - Serve on Church Council.
 - Perform other duties as assigned by the Senior Pastor under the realm of church responsibilities.