

First Baptist Church
Pickens, South Carolina
Job Description
Associate Pastor: Education & Missions

Principle Function of the Position:

The Associate Pastor for Education & Missions ministries is responsible for the development, promotion, and supervision of a comprehensive ministry of Christian education and missions that is consistent with the church purpose of being a *Worshiping, Evangelizing, Learning, and Loving (W.E.L.L.) family of faith to the glory of God.*

Position Reports To:

Pastor

Responsibilities:

A. Education Ministry

1. Lead the church in a comprehensive ministry of Christian education, with a priority placed on Sunday School, that promotes both the development and reproduction of disciples of Jesus Christ
2. Develop a *Connect*³-type Sunday School that enables class members to connect with God's Word in Bible study, connect with each other in community, and connect to the unchurched and unsaved through outreach
3. Serve as educational/administrative resource person and advisor to the leaders of all church organizations and assigned committees
4. Lead the church's Children's Committee in coordinating a comprehensive Children's ministry; communicate and coordinate activities with the Preschool Director and Preschool Committee
5. Lead the Nominating Committee in the selection, enlistment, and training of leaders and workers for the educational ministries and administrative committees of the church
6. Maintain an adequate system of records, policies, and procedures relating to the educational and administrative ministries of the church
7. Prepare and present an annual education ministry budget to the Finance Committee; keep accurate records and maintain expenses within budgeted allowances
8. Administer church adopted policies and procedures concerning the use of church properties, equipment, facilities, and supplies
9. Coordinate all general church publicity and media productions

B. Missions Ministry

1. Lead the church in developing a comprehensive church missions strategy
2. Lead the Missions Development Council in carrying out the church missions strategy by developing a process for annual missions planning consistent with the strategy, including the number of mission trips/projects, goals of each trip/project, and budgets for trips/projects that includes a reporting system that demonstrates accountability
3. Provide general administrative leadership for all lay-led mission trips/projects
4. Challenge, motivate, and recruit church members to be involved in missions
5. Develop a global missions perspective within the church, continually emphasizing the necessity of obedience to the Lord's Great Commission
6. Lead the church in developing a strategy for being involved in planting new churches in cooperation with other local churches and/or denominational partners or other missions networks
7. Develop on-going relationships with helpful denominational or other mission partners
8. In consultation with the Missions Development Council, prepare and present an annual missions budget to the Finance Committee; keep accurate records and maintain expenses within budgeted allowances

Expectations:

1. Demonstrate a personal commitment to Jesus Christ as Lord of life and a desire to glorify God in all things
2. Affirm a doctrinal position in agreement with the *Baptist Faith and Message 2000*
3. Participate as a member of the pastoral ministry team with the pastor and other associate pastors in providing pastoral care to the church family (i.e. hospital visitation, counseling, conducting funerals, etc.); attend all staff meetings
4. Continue to study, attend ministry related conferences/events, etc. for personal, spiritual, and ministry growth

Qualifications:

1. A growing, mature, Christian man who meets the biblical qualifications for a pastor/elder found in 1 Timothy 3:1-7 and Titus 1:6-9
2. A Masters degree from an accredited seminary or similar institution
3. Firmly embraces historic, evangelical theology in general and Baptist theology in particular as expressed in the *Baptist Faith & Message 2000* and more comprehensively in *Christian Theology* by Millard Erickson and/or *Systematic Theology* by Wayne Grudem
4. Experience on a church staff with responsibilities for Sunday School desired; able to articulate thorough understanding of Sunday School principles and practices required
5. Experience in missions participation outside the USA required; experience in planning/leading mission trips desired
6. Strong people-skills; able to relate well to all age groups
7. Willing to work under the leadership and supervision of the pastor; work cooperatively as a team-player with all members of the church staff