FELLOWSHIP HI-CREST

Associate Pastor Job Description

Position Title:	**Associate Pastor**, Fellowship Bible Church | Hi-Crest (FBC-HC)
Status:	Full-Time/Exempt, Ministerial
Compensation:	Compensation based on experience and national comparative measures
Benefits:	Health & Dental Insurance at no charge *(Family included)*, 403B *(With matching opportunity)*, Life Insurance
Location:	FBC-HC Offices at Avondale East, Topeka, KS
Reports to:	FBC-HC Senior Pastor

SUMMARY OF RESPONSIBILITIES:

Our next associate pastor will provide spiritual leadership and facilitate growth for the FBC-HC Campus by leading the **Discipleship** programs (Rooted Class & Small Group Ministries), **Connections** ministry, **Family** Ministries (Birth - College), **Men's/Women's** Ministries, **LifeCare** (Counseling), and serving as part of the **Teaching Team rotation**. The associate pastor will contribute to the team spirit of the staff through fellowship, encouragement, cooperation, prayer support, and other appropriate ways. This person is a leader of leaders - focused on empowering others to execute with excellence in the above-mentioned ministerial areas of responsibility.

DESIRED ATTRIBUTES:

First and foremost: pastoral characteristics as described below. **Secondly:** visionary, innovative, leader, persuasive & passionate communicator/public speaker, strategic thinker, goal oriented, focused, resilient, organized & efficient, entrepreneurial & adaptable, engaging & relational, delegator.

POSITION REQUIREMENTS

- Degree Preference: Seminary Degree *(Such as MDiv, MA (in Biblical Counseling, Christian Education, Christian Leadership, Cross-Cultural Ministries, or similar), ThM, DMin, or DEdMin, or* ***others****)*
- Preferred: **5 years of experience** working in ministry
    - Preferred: experience working with people facing similar challenges as those in the Hi-Crest Neighborhood *(People in our neighborhood commonly face: homelessness, past trauma, substance abuse, food insecurities, barriers in education, and disrupted family structures.)*
    - Preferred: **3 years in a leadership position**.
- Reside in the Hi-Crest Neighborhood, Topeka, KS.
- Technologically savvy - able to pick up and learn, implement, and train new programs and software quickly.
    - Advanced Microsoft Office Suite skills
    - Familiarity with G Suite/Google Drive
    - Familiarity with Planning Center Online preferred, not required

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PASTORAL REQUIREMENTS

- A thriving personal faith and commitment to Jesus Christ.
- Elder Qualified as described in the Bible. Demonstrates a life-history of *working to uphold* the following: (Obviously, perfection in these areas is not expected, only a lifestyle marked by
    - Lifestyle Above Reproach. (Titus 1:6, 7; 1 Tim 3:2)
        - Devoted to his wife (if married); one-woman man (Titus 1:6; 1 Tim 3:2).
        - Biblical family/home leadership (Titus 1:6; 1 Tim 3:4-5).
        - Faithful stewardship (Titus 1:7).
        - Marked by Humility — not arrogance (Titus 1:7).
        - Gentle — not quick-tempered (Titus 1:7; 1 Tim 3:3).
        - Sober — not a drunkard (Titus 1:7; 1 Tim 3:3)
        - Peacemaker — not violent (Titus 1:7; 1 Tim 3:3).
        - Financial integrity — not greedy for gain (Titus 1:7; 1 Tim 3:3; 1 Peter 5:3).
        - Hospitable (Titus 1:8; 1 Tim 3:2).
        - Lover of good (Titus 1:8).
        - Self-controlled (Titus 1:8; 1 Tim 3:2).
        - Upright, high integrity (Titus 1:8).
        - Pursues holiness (Titus 1:8).
        - Spiritually mature (1 Tim 3:6).
        - Respectable (1 Tim 3:7). No credible witness to an ongoing sinful behavior.
        - Sets an example for others (1 Peter 5:3).
        - Able to teach sound doctrine effectively (Titus 1:9; 1 Tim 3:2).
- A commitment to the local church expressed through involvement and service.
- Knowledge of and excitement to support/agree with the mission, vision, values, and statement of faith of FBC-HC
- Knowledge of and agreement with CCDA principles as it applies to FBC-HC.

FOCUS AREA REQUIREMENTS

The next associate pastor for FBC-HC will have demonstrated experience in leading or serving in the following areas. These areas are the 6 main categories of responsibilities for this role. Prior experience in these areas will set up the future associate pastor for success.

- Discipleship
    - One-on-one + group discipleship (Leadership Role)
    - Class Facilitation (Rooted is used at FBC-HC)
    - Small Group coordination + multiplication
    - Leader of leaders - training small group leaders to launch new groups
    - Curriculum - finding, choosing, and implementing (some curriculum development)
- Family Ministries (Includes Birth - College Age)
    - Program Development, Implementation, Delegation
    - Volunteer Management
- Connections (Hospitality Teams)
    - Welcome Ministries - Greeters, Coffee, Parking, etc.
    - New guest welcome - announcements, invitations, etc.
    - Volunteer Management
- Mens & Women's Ministries
    - Event Coordination
    - Curriculum Research/Development/Implementation
    - Developing leaders
    - Volunteer management

- Life Care (Counseling)
    - INITIAL program development (This ministry is currently offered through the Urish campus. Future goal to house this ministry for our area in our location)
- Teaching
    - Engaging and effective public speaking/teaching/facilitating
- Administration/Leadership
    - Strategic Planning & Implementation
    - Volunteer Management/Delegation
    - Schedule Management
    - Leadership Team Collaboration
    - Fiscal/Budget Management
    - Staff Supervision/Performance Management/Training
    - Event Planning/Coordination

DUTIES AND RESPONSIBILITIES:

As associate pastor, this person will lead the following areas of responsibility along with their respective staff and volunteers. As leader, ***delegation skills*** are of paramount importance.

Discipleship

- Evaluate ministry needs and develop programs to meet the growing needs of FBC-HC.
- Develop goals and objectives for areas of responsibility with insightfulness and creativity.
- Meet with discipleship leaders on a regular basis for growth and development
- Actively participate in accountability relationships and assist congregation in learning this skill.
- Oversee the volunteer leaders of the Rooted Classes as well as other volunteer teams. This may include scheduling, marketing course to congregation, room coordination/reservation, materials planning, curriculum training, and follow up.

Family Ministries

- Oversee all family ministries and volunteer leaders/teams in collaboration with other church staff. Family ministries include: ***nursery, elementary age, junior/high-school, and college age ministries.***
- Develop or research appropriate curriculum for each age group, implement curriculum by training area leaders and volunteers.
- Recruit and train volunteers for each ministry.
- Engage with children, students, and their families - seek to build relationships with not only those participating in the ministry, but also those who may not be.

Connections

- Oversee the volunteer leaders that facilitate the connections team including those responsible for welcoming newcomers on Sunday (or events), preparing coffee on Sunday or as needed for events/trainings, parking team, and others involved in the Connection's ministry **focused on helping people *connect* to FBC-HC.**

Men's & Women's Ministries

- These ministries are currently on pause at Hi-Crest, new associate pastor will reinitiate these ministries.
- Oversee, train, and encourage the volunteer leaders who are focused on ministering to men or women at FBC-HC.
- Creatively and strategically develop these two areas of ministry to effectively support, encourage, and challenge our men and women respectively.
- Collaborate with pastors, staff, and volunteers during ideation and implementation.

LifeCare (Counseling)

- Plan and implement LifeCare (Counseling services) on location at Hi-Crest Campus.
- Collaborate with Urish to offer on-site services, as they are currently running this program at Urish campus for both locations.
- Research best practices for implementing church-offered, biblical counseling to the congregation and community.
- Collaborate with pastoral staff throughout development and implementation of new LifeCare ministry.
- Volunteer or Staff recruitment, training, and supervision as needed for program.
- Assist with pastoral care activities as requested by the Lead Campus Pastor. May include:
    - Participating in marriage services and funerals, assisting with hospital calls and other visit needs, and counseling, as requested.

Teaching

- Participate in Sunday Teaching Rotation ~ 1x per quarter, or as needed.
- Assist with worship services, preaching at appointed times, etc.
- Continually seek professional development in delivery to engage, encourage, and challenge congregation.

Administration/Leadership

- Collaborate with Hi-Crest and Urish campus staff on a regular basis including but not limited to attending staff meetings on Tuesday mornings at the Urish Campus.
- Contribute to internal staff culture to build and maintain a strong team environment to accomplish the tasks necessary to serve and support the ministries and events of FBC-HC.
- Develop goals and objectives for areas of responsibility with insightfulness and creativity.
- Participate actively and strategically in the visioning process for future growth and development of ministries and FBC-HC.
- Collaborate with pastoral staff to develop and implement ministry functions on Sunday mornings and Wednesday evenings.
- Monitor and manage program budgets. Provide timely reports on ministries, budgets, projects, missions, and other areas as requested.
- Commit and follow through on personal and professional growth plans.
- Manage needed administrative tasks in an orderly and timely fashion. We have only one administrative assistant serving our church campus.
    - Email management - communicating, responding
    - Scheduling: manage calendar, reserve rooms, event dates, etc.
    - Self-discipline and organization are KEY!

WORK ENVIRONMENT:

FBC-HC desires to encourage and support staff in authentic and joyful ministry together. We desire each staff person to be fulfilled and thriving in his or her relationship with God, spouse (if married), and family (if children). FBC-HC is experiencing exponential growth, which means exponential change. We are here to facilitate a ministry with people and resources so each thrives in a cohesive and effective ministry. We encourage growth that will challenge, encourage, and refresh staff personally, as well as the respective ministries of oversight.

In accordance with the Americans with Disabilities Act, requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on FBC-HC. An individual seeking an accommodation should contact the Lead Pastor.

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DISCLAIMER:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job. Staff is required to follow other job-related instructions and to perform other job-related responsibilities as requested by their supervisor.

Job descriptions are not intended to and do not create employment contracts. FBC-HC maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.

I have read and understand the role and responsibilities expected in this position.

Employee Name (Print) Date

Employee Signature Date

Supervisor Name (Print) Date

Supervisor Signature Date