

ASSISTANT PASTOR JOB DESCRIPTION
First Baptist Church
Cambridge Springs, Pa. 16403

I. INTRODUCTION:

The Assistant Pastor derives his authority from God's call and shall function as a member of Jesus Christ through the church, entrusted with the Gospel, equipped by God's Spirit and professional education. The Assistant Pastor is accountable to God, to Whom he owes primary commitment. Also accountable to:

1. The First Baptist Church of Cambridge Springs, Pa.
2. The entire Church of Christ
3. Professional Colleagues.

II. GENERAL:

The Assistant Pastor shall serve at the call of God our Savior, the congregation in conjunction with and under the supervision of the Senior Pastor. An evaluation will be conducted by the Senior Pastor based upon this job description. Issues will be addressed in this chain of command 1. Senior Pastor 2. Deacons 3. Christian Education Board 4. Trustees 5. Advisory Board.

III. ADMINISTRATIVE RESPONSIBILITIES:

A. The Assistant Pastor shall correlate programs with the Senior Pastor and the appropriate board, making them aware of what is being planned. May also assist the Senior Pastor in the areas of evangelism, preaching, worship, calling, counseling, publicity plans, weddings, and funerals when needed.

B. Shall assist when needed in the operation of the church.

C. Shall give counsel and advice in all areas of the church, whenever the Senior Pastor so desires and shall promote the health of the church.

D. Shall attend all regular church functions and maintain regular office hours (to be determined with the Senior Pastor).

E. Shall provide the Advisory Board with a monthly report and the church with an annual written report.

F. As a person with family relationships, civic duties and personal needs:

1. The Assistant Pastor will be encouraged to take adequate time to nurture relationships and responsibilities.

2. The Assistant Pastor will be encouraged to fulfill responsibilities as a citizen, relating to civic and community agencies and activities, as far as stewardship of time allows.

G. It is understood that the Assistant Pastor shall adhere to the code of Minister Ethics and provide proof of Pa Act 33 and 34 clearances.

VI. CHRISTIAN EDUCATION BOARD RESPONSIBILITIES:

A. The Assistant Pastor shall serve as church staff to the Christian Education Board.

B. The Assistant Pastor shall be charged with the responsibility of overseeing credible programs for Children, Jr. High, Sr. High age youth and Post High School adults, incorporating doctrine with Bible emphasis.

C. Shall collaborate with the Youth Team and the CE Board Youth representative to develop and present an annual youth ministry budget to the Christian Education Board at the October meeting.

V. MISCELLANEOUS:

A. This position description is subject to annual review.

B. Other duties as assigned.