

GraceLife Baptist Church
Associate Pastor - Education/Administration Profile

The role of Associate Pastor will support the Senior Pastor in the overall execution of the church's mission and vision, including the oversight of church staff as assigned. He will serve alongside the Senior Pastor as a developmental strategist, helping to facilitate all aspects of ministry operations at GraceLife. The primary role of the Associate Pastor will be to oversee all aspects of the church's Education and Discipleship ministry. This individual will be a builder and developer with a strong leadership gift, and skills to scale.

The ideal candidate will be knowledgeable regarding Southern Baptist Convention education and discipleship principles and familiar with a variety of methods/models. An undergraduate degree is required in a relevant field and a seminary education is preferred. The candidate should have a background in discipleship strategies with knowledge and experience in implementing these strategies. The candidate should have a proven record of leadership, organizational development, and effective communication. He must have strong people skills and a driving passion to reach people for Christ and help them grow deeper in their faith.

This individual must embrace the ability to work well on a team and within a community environment, and be skilled at promoting innovation through collaboration. He will additionally show an ability to connect across different generations, types of people, and cultures.

While the ability to shape, lead, and maintain a ministry utilizing groups of volunteer leaders is imperative for this role, an upstanding character of integrity and trust among volunteers, staff, subordinates, and the Senior Pastor, is of utmost importance.

The ideal candidate will possess the following abilities and traits:

- Committed follower of Christ who demonstrates spiritual maturity and models an authentic relationship with Jesus in all aspects of life.
- Genuine love for people and the Lord's church.
- Be an experienced, dynamic leader with strong communication skills.
- Experience in most aspects of pastoral ministry.
- Gifted in administrative and organizational leadership.
- Experience working with a variety of diverse groups of people.
- Long-standing knowledge in leadership development.
- A working knowledge of both large and small budget/financial management.
- Demonstrates self-discipline, self-motivation, and results-oriented contribution.
- Skilled in both verbal and non-verbal communication.
- Highly adaptable and resilient, with the ability to navigate well through change.
- Passion for genuine spiritual community.
- Addresses and confronts conflict without hesitation.
- Loyal, energetic and spirit-filled co-laborer who works as a team player.
- Strong commitment to excellence both personally and professionally.
- Ability to build teams and create systems to achieve measurable progress.
- Work well with others while taking initiative and demonstrating the ability to follow through.
- Ability to recognize and support staff needs alongside the Senior Pastor.

The effective Associate Pastor will work towards the following goals during the first 24 months of work:

- Adhere to GraceLife's Values, Doctrine, and Biblical Guidelines for Personal Discipleship and Ministry.
- Demonstrate loyalty to and unity with members, the church staff, Leadership Teams and the Senior Pastor.
- **Discipleship** - develop and implement vision and strategy for a total-church ministry of intentional discipleship that moves every church member toward becoming a disciple-making disciple of Jesus Christ.
- **Pastoral Care** - provide pastoral care as needed; develop and provide leadership and guidance for Pastoral Care Team, delegating to them when appropriate.
- **Outreach** - set goals with Senior Pastor; oversee and pastor volunteer leaders of ministry teams that work in the community and domestically; develop outreach culture by casting vision and creating opportunities to serve those outside of GLBC.
- **Ministry Teams** - set goals with Senior Pastor; oversee and pastor volunteer leaders of ministry teams, including all aspects of education and discipleship, children, students, women's and men's ministries, pre-marital counseling, and others; meet with people interested in forming new ministry teams.
- **Small Groups** - Provide oversight to all small groups, setting goals, recruiting, training, deploying, and coaching small group leaders and coaches; assist with multiplication of small groups and visit small groups as needed; assist with regular training for future and current leaders.
- **Deacon Ministry** - assist the Senior Pastor in developing and implementing Deacon enlistment, training and ministries of faithfully serving the church body as needed.
- **Assimilation** - help people make connections relationally and in ministry; assist with helping people find their place of ministry in all aspects of church life.
- **Sunday Services** - provide hospitality, prayer, and assimilation before, during and after services; participate in leading/teaching during services as requested.
- **Other Services and Events** - assist in planning special services, as directed by the Senior Pastor; plan and conduct weddings, funerals, and various meetings.
- Any additional duties as designated by the Senior Pastor.

Assessment of the leadership and ministry of the Associate Pastor will be evaluated at the end of the first three months, six months and then yearly by the Senior Pastor, and the personnel committee.