

JOB DESCRIPTION
Associate Pastor of Education and Family Ministry

PRINCIPLE FUNCTION:

The associate pastor is responsible to the congregation working under direction of the pastor.

- A. Plan, coordinate and evaluate the entire educational program.
- B. Develop and coordinate an intergenerational family ministry program.
- C. Assisting pastor and other staff in pastoral ministry.

DUTIES AND RESPONSIBILITIES:

EDUCATIONAL:

- A. Direct all educational ministries.
- B. Oversee an educational budget for the church with the Finance Committee.
- C. Supervise and provide training for the volunteer workers in the educational areas of the church.
- D. Assist the Nominating Committee in recruiting workers for all departments and program organizations.
- E. Assist the pastor and staff in planning, conducting and evaluating the teaching ministry of the church.
- F. Give priority emphasis to outreach of the church.
- G. Lead the ministerial staff and congregation in a personal and individual on-going visitation plan.
- H. Supervise the prospect file and the distribution of prospects to members of the congregation.

FAMILY MINISTRY:

- A. Oversee and develop a family-centered, church supported family ministry from birth to adults.
- B. Work with the Personnel Committee and the pastor in the evaluation and recruitment of ministerial staff members that serve under the supervision of the associate pastor.
- C. Mentor and guide ministerial staff members that serve under the supervision of the associate pastor. (Examples: preschool director, youth minister, senior adult minister, etc.)
- D. Work with councils and committees in their respective areas and encourage intergenerational thinking and planning of events and programs.
- E. Work with parents in order to help them see and fulfill their role as the most important spiritual leader in the lives of their child(ren).
- F. Oversee our Wednesday night family meal with the Kitchen Committee.

PASTORAL:

- A. Assist the pastor in ministering to the congregation in time of need (including hospital visits).
- B. Assist the pastor in preaching and speaking duties when called upon.
- C. Assist the pastor in leading every church member towards a mission's lifestyle.
- D. Assist the pastor with other duties as assigned.

INDIVIDUAL:

- A. Maintain a regular personal visitation program.
- B. Make a regular report at staff, deacon and business meetings.
- C. Attend camps, assemblies, clinics, conventions, training schools, etc. where the latest practical helps, modern methods, new ideas and techniques are discussed and implemented.
- D. Maintain a regular schedule of devotions and Bible Study.