

**NESS AVENUE BAPTIST CHURCH INC.
ASSOCIATE PASTOR OF FAMILY MINISTRIES
POSITION DESCRIPTION**

INCUMBENT:

DATE: March 27, 2023

I. POSITION IDENTIFIERS:

POSITION TITLE: Associate Pastor of Family Ministries

REPORTS TO: Board of Deacons

II. JOB PREREQUISITES:

EDUCATION:

- Minimum of a Bachelor's Degree and a Graduate of an accredited Bible College.

EXPERIENCE:

- Minimum of 5 year's experience with one church in a position of ministerial leadership experience preferred. Demonstrated ability to work effectively with pastoral staff and administrative team members.
- 5-10 years' experience in Youth or Children's ministry preferred
- Experience in raising a family would be an asset

SPECIAL SKILLS & ABILITIES:

- Must be a follower of Jesus who is deeply grounded in the Word and a demonstrated servant leader with a heart for people – personable and able to build relationships and manage multiple teams, instilling vision and exhibiting regular practice of spiritual disciplines.
- Must be a visionary who can motivate the congregation and provide active leadership in training, discipleship, congregational care, spiritual counseling, staff leadership, and administration.

OTHER ATTRIBUTES:

- Effective interpersonal, oral, and written communication skills; ability to retain information on a confidential basis; ability to organize and prioritize workload; ability to meet deadlines and anticipate needs; ability to take initiative and work independently with minimal supervision; ability to deal effectively with the professional staff at all levels in a mature, professional manner.
- Demonstrated strong problem-solving skills while practicing a Biblical attitude to authority and conflict resolution.
- A person of integrity who has a good reputation with those inside and outside the church
- In agreement with the doctrines of the Baptist General Conference of Canada
- Demonstrated leadership abilities.

CREDENTIALS, DEGREES, REGISTRATIONS:

- To be credentialed with the Baptist General Conference of Canada (BGCC) within the first year of service

III. POSITION SUMMARY:

The Associate Pastor of Family Ministries will supervise the Director of Youth Ministries at Ness and will oversee the span of ministry from Nursery to College; including the children’s summer ministries and church internship program.

The Associate Pastor will work alongside the Lead Pastor to shepherd and implement the mission and vision of Ness Avenue Baptist Church. He will be a servant leader who instills vision and develops a passion for Jesus and His church.

He will handle some of the administrative duties of the church as well as assist the Lead Pastor with Pastoral care as needed.

The Pastor of Family Ministries will be required to preach, teach, and provide spiritual direction, counseling, visitation, administration, and leadership for the above ministries.

IV. MAJOR RESPONSIBILITIES:

Subject to review and adjustment in conjunction with the Board of Deacons, the following constitutes the major responsibilities of the Associate Pastor of Family Ministries.

1. Discipleship

- Oversee the weekly youth programming to ensure it is discipleship oriented and allows youth to gather regularly in order to build community and grow in their knowledge, understanding and practice of their faith.
- Liaise with the Director of Youth Ministries to equip the youth to share their faith and provide opportunities for them to do so both inside and outside the youth group.
- Liaise with the Director of Youth Ministries to establish a mentoring system to develop accountability to Christian values and discipleship – to grow in the faith; to train and equip individuals for discipling and mentoring young believers.
- Liaise with the Director of Youth Ministries to create entry points through which youth can utilize their gifts as part of the broader congregation.
- Oversee the educational ministries of the children and youth of the church and leadership of the people who serve on the various teams
- Recruit and equip others to plan and lead in these Ministries
- Ensure that ministry leaders connect regularly to the homes so parents experience a clear partnership in the discipleship of their children.
- Encourage intergenerational gatherings to help the young and all generations to recognize how God is working in the whole family of God.
- Prepare Youth and Young Adults baptismal candidates for baptism
- Develop and teach personal and corporate prayer, particularly to youth and encourage prayer to be the foundation of all youth and outreach activities.
- Train youth leaders to assist the Pastor of Family Ministries with pastoral care
- Oversee the church internship program and Children's Summer Ministries

2. Pastoral Care

- Shepherd those under his care.
- Assist the Lead Pastor with visitation, palliative care, funerals, premarital counseling, solemnizing marriages, and administering the sacraments

3. Preaching

- Preach approximately once every other month and help to cover while the Lead Pastor is away

4. Teaching

- Develop opportunities for parental education related to child and youth issues and culture
- Ensure the curriculum being used in each area of ministry is based on a sound Biblical and theological foundation.
- Encourage youth to grow spiritually, socially, and in leadership abilities

5. Administration

- Assist the Lead Pastor with the administrative duties of the church
- Oversee and delegate all bookings (retreats, events, transportation) registrations, including budgets and finances of all Family Ministries.
- Report to the Board of Deacons monthly and to the Membership annually on the general condition and progress of the Youth and Family Ministries.
- Provide a safe place for Ness Avenue Baptist Youth to gather and bring their friends, and ensure that the Plan to Protect processes are current and implemented annually.
- Commit to working as part of a team with the pastoral staff and the church leadership.
- Hold regular staff meetings to coordinate the Family ministries of the church, facilitate communication, and build a sense of teamwork among staff.

6. Other

- Other pastoral duties as necessary and as time allows

- The Associate Pastor will be a member of the Elder’s Board and as such must meet the Biblical qualifications of an Elder.

- The Associate Pastor will be an ex-officio Member of all Church committees and will have the right to address and vote on all committees and at all Church Business Meetings, except where conflict of interest might arise.

Signed by: _____ Date: _____
Employee

Approved by: _____ Date: _____
Chairman of the Board