Job Description

Position Title: Assistant Pastor

Report to: Pastor, Berean M.B.C.

Date Prepared: April 3, 2018

**Principle Function**

The Pastor as Chief Administrative Officer and the Assistant Pastor are overseers and spiritual leaders of the church. They carry the concerns of the church, both ecclesiastical and temporal (spiritual and business) and are assisted in ecclesiastical responsibilities by the Ministerial Staff and the Diakanate Misistry (Deacons and Deaconesses).

The Pastor/Assistant Pastor has charge of every worship service and the responsibility of facilitating its existence. The aim and objectives are designed to be enhanced and embraced by the word of God and the vision of this church.

The Pastor/Assistant Pastor is the Ex-Officio of all ministries with appointed facilitators and coordinators to assist in equipping the congregation to do ministry within the confines of the biblical text and the vision of this church.

**Specific Responsibilities of the Assistant Pastor/Ultimate Pastor**

1. Worshiper and student, and is a presenter of the word through preaching, teaching, and living.
2. Assist the Pastor in theological (our knowledge of God) development of the order of corporate worship.
3. Assist the Pastor in coordinating Bible Study and other theological training of the church.
4. Work closely with the Christian Education Coordinator and Church School Superintendent, as these ministries are subjected to the church’s calendar.
5. An ex-officio member of all ministries including the Diakanate and Administrative.
6. Assist the Pastor in coordinating the ministries of the ministerial staff to include the following duties:
7. Develop a schedule for visitation of hospitals, nursing homes, rehabs, and homebound members.
8. Maintain office hours for study and scheduled counseling sessions.
9. Office hours will be in accordance with the church’s schedule of activities.
10. Counseling sessions will be set based on the Assistant Pastor’s calendar.
11. Emergencies will be based on the need of the member and the Pastor’s discretion.

**Knowledge and Skills Required**

*Personal Attributes*

Strong commitment to Jesus Christ, good verbal and written communication skills, effective planning and organizational skills.

*Experience and Education*

Ordained Minister, Master’s Degree in Theology preferred, but not required. Bachelor Degree in Theology and/or five (5) years of pastoral experience. Candidates that possess a Basic Theology Degree will be considered but must commit to obtaining a Master’s Degree in Theology within 3 years of pastorate.