

First Baptist Church
508 Apple Street
Burlington, NC 27217

Associate Pastor/ Director of Ministries Vacancy Announcement

Job Type: Full-Time

Opening Date:

Closing Date:

First Baptist Church (FBC) has served Alamance County for 149 years. It is a multi-generational, predominantly African-American congregation of approximately 600 members with an average worship attendance of 325-350. Dr. Dray A. Bland has served as Senior/Lead Pastor since 2013 and continues to lead the congregation in the realization of its God-ordained vision of becoming “a church focused upward, reaching outward and rowing inward.” One of FBC’s goals is to attract, retain and assimilate more young adults and families into the life of the church while meeting the needs of seniors. For additional information see church website: <http://www.firstbaptistonapple.org/>.

Education/Experience

Must be ordained or a candidate for ordination with at least two years of ministerial experience and a solid biblical and theological foundation. Prior experience in a multi-staff church is preferred. A Master of Divinity or equivalent from an accredited institution is required. (U.S. Dept. of Education and Council on Higher Education Accrediting must recognize accrediting body. Association of Theological Schools (ATS) accredited institutions are strongly preferred.) Must be proficient in Microsoft Office Suite (Word, Excel, and PowerPoint) at the intermediate level.

All interested and qualified applicants must submit the following information no later than July 31, 2017:

- A current resume which includes a summary of relevant professional and educational experience with cover letter.
- A copy of ministerial license and ordination certificate.
- Copies of degrees from accredited institutions.
- Three (3) letters of recommendations (clergy, personal, layperson)
- DVD of a recent sermon (within 6 months)
- Current color photo

Please submit resume and requested certificates, licenses, degrees, letters, etc. via email to: careers@firstbaptistonapple.org Or, mail to: First Baptist Church, Associate Pastor Search Committee, P.O. Box 1813, Burlington, N.C. 27216
The DVD must be mailed to the above address.

Associate Pastor/Director of Ministries Job Description

Executive Summary

A key purpose of the Associate Pastor/Director of Ministries role is to partner with the Senior/Lead Pastor in the administrative and day-to-day management of the church, and is the lead Pastoral position in the absence of the Senior/Lead Pastor. This person will supervise mid-level and some support staff. The role is both strategic and managerial. The Associate Pastor will lead with a servant's heart; have a visible, growing personal relationship with Christ, and a concern for the unsaved and unchurched. The Associate Pastor will complement and report directly to the Senior/Lead Pastor, who will remain the primary leader, visionary, and teacher of the body. The Associate Pastor will be responsible for enhancing and refining all aspects of communications—from web presence to external relations with the goal of creating a stronger brand.

Duties of the Position

Manages, coaches, mentors, and gives direction to select staff. Assists the Senior/Lead Pastor to oversee administrative functions of the church. Develops a volunteer process that effectively utilizes the gifts, skills and talents of lay members, including training of volunteers and ministry leaders. Oversees the Student Ministries (0-18 yrs.) Lead efforts to engage younger adults (19-39yrs.) Responsible for ongoing ministry development and ministry. Assists the Senior/Lead Pastor in exercising the pastoral duties of: preaching, teaching, pastoral visitation and worship leadership. Areas of responsibility and accountability may change occasionally based upon responsibilities and needs of the church.

Knowledge, Skills and Personal Characteristics:

Exhibits a Christ-like character that leads/follows with integrity, humility, compassion, and selflessness.

Has experience successfully managing complex organizations, and organizational change.

Possesses an inherent desire for accepting major challenges, developing clear measurements and feedback mechanisms, and meeting commitments through persistence and results.

Demonstrates the strategic/tactical leadership skills to lead the development of plans and objectives.

Possesses strong interpersonal/relational skills to effectively implement plans.

Demonstrates effective team management skills to successfully develop and empower people.

Possesses strong preaching and teaching skills, must be able to rightly divide the word of God to all, especially youth and young adults.

Establishes and maintains excellent working relationships with the Senior/Lead Pastor, paid and volunteer staff, lay members, ministries, deacons, trustees, and partners that result in a unified and cohesive team.

Must be process-oriented and organized.

Demonstrates knowledge, skills and abilities in budget development and implementation.

Must be able to maintain confidentiality.