

# BETHEL LUTHERAN CHURCH

## Associate Pastor Job Description

*The mission of Bethel Lutheran Church is to believe, to serve and to worship in a way that makes Christ's grace and love known to the communities we serve.*

### **REQUIREMENTS**

- ❖ Fully recognized minister sharing Word and Sacrament

### **OVERALL CALL**

- ❖ To enthusiastically support, motivate, inspire people to live out the mission of Bethel Lutheran Church with an expectation of at least 50 hours per week.

### **RESPONSIBILITIES**

- ❖ **Pastoral:**
  - Worship* - share in leading; develop and coordinate third worship service
  - Preach* - according to schedule drawn up and agreed upon
  - Baptisms* and pre-baptismal counseling - Alternate months
  - Weddings* - shared responsibility
  - Funerals*, as requested
  - Eucharistic Ministry* - training and on-going support
  - Counseling*, as requested
- ❖ **Evangelism:**
  - Discovery Class - share leadership
  - Visitations - share responsibility for members (active and negligent), shut-ins and hospital calls
  - Calling on visitors (prospective members) within the week of their first visit
- ❖ **Small Groups:**
  - Receive training in order to develop Christ Care Small Groups;
  - Actively seek avenues for new members' participation and service within the congregation
- ❖ **Administration:**
  - Staff Meetings - attend weekly meetings
  - Church Council - attend monthly and special meetings, including Council retreat and congregational meetings
- ❖ **Education:**
  - Coordinate, recruit, train and encourage leaders for:*
    - Sunday School
    - Vacation Bible School
    - Adult Forum
    - Bible Studies
  - Serve as Confirmation teacher* with a team of parent leaders, including attending Confirmation camp
  - Teach Adult Confirmation*
  - Develop innovative adult education programs and experiences*

❖ **Committee Responsibilities:**

Lend leadership, vision and recruiting to ministry committees.

Committee responsibilities will be divided with the Senior Pastor according to the gifts and interest of each.

❖ **Team Ministry:**

Support the vision, mission and policies of Bethel within the team and the congregation

Strive to maintain open communication

Develop a trusting relationship with staff members and church leaders

Offer mutual support and encouragement to the staff and church leadership

Strive to resource the people of the congregation to teach and support the work of the church

***PERSONAL QUALIFICATIONS***

Strive in word and action to be a worthy example of Christian living

Possess a positive spirit

Exhibit self-discipline, initiative and a strong work ethic

Invest time on a continuing basis to develop one's fullest potential of life in Christ

Team player working for the good of the whole ministry

Relate well to individuals and groups, especially young couples and families

Has ability to lead

Is able to equip people for ministry

Dress appropriately for ministry activities

***ACCOUNTABILITY***

- ❖ Associate will report to Senior Pastor for day to day activities and responsibilities

This list is not a rigid set of regulations but serves as a guide to team ministry at Bethel Lutheran Church.