

Job Description for Assistant Pastor of First Baptist Church of Juniata County

Purpose: The Assistant Pastor fully oversees the youth ministry including the developing and implementation of all programming. The Assistant Pastor also assists the Lead Pastor in many areas of pastoral ministry and leadership. The Assistant Pastor seeks for spiritual fruit as the main goal within the youth ministry, including commitments for Jesus Christ, recommitments, spiritual growth and maturity, and seeking to incorporate teens into areas of ministry, outreach, fellowship, discipleship, and worship. In congregational responsibilities, the Assistant Pastor assists in many ways in caring for and overseeing the flock at First Baptist Church.

Youth Ministry Responsibilities:

1. *Thursday Night Youth Group:* Planning and preparing lessons for youth group, communicating announcements to other leaders, planning games, leading music, forming small groups, etc.
2. *Youth events:* Planning and promoting, making necessary phone calls, planning the budget for event, collecting money, gathering materials, creating and gathering permission slips, finding drivers and/or transportation, and running the event with the assistance and involvement of youth leaders.
3. *Youth Leader Meetings* (monthly or quarterly): Draft agenda, discuss and organize all communications to youth and parents, plan for all youth events and teaching, and discuss any other items of concern. This also includes youth leader training and development.
4. *Student fellowship:* Attend games or other events involving youth, spend other time with them outside of normal youth times, and be invested in their personal lives.
5. *Research and grow:* When able, going to training/conferences and/or purchasing reading materials to grow in leadership and ministry abilities and insight.

6. *Special Youth Services:* Recruiting for positions for Sunday morning and/or evening services. Organizing and running the Easter Sunrise service: selecting the script (if doing a skit/drama), organize all details involved with practices before Easter Sunday including finding props, selecting music, organize lighting, etc.

7. *Communication and Promotion:* Making sure that announcements are given to the church secretary, announcements from the pulpit, direct communication to parents and teens, etc.

8. *Further development:* Behind the scenes, preparation is being done to move forward towards the future youth ministry goals and creating a vision for the youth group. This involves annual planning meetings to strategize and plan purposefully for the school year ahead.

9. *Parent Events:* At least twice a year holding an event designed to connect with, support and build relationships with the parents of the teens to come alongside them in the spiritual development of their teen.

10. *Teen Connection to Local Church:* Seek to involve and plug teens in to various ministries in the church, showing them where they fit in the mission of First Baptist and seeking to develop a lifetime of service in their lives. Past involvements have included, but are not limited to: café assistant, sound crew, worship team, nursery helper, Junior Church helper, Awana helper, greeters, and student leadership.

11. *Counseling:* Meeting with individual youth and/or parents with issues of sin, discipleship, the process of baptism, etc.

Congregational Ministry Responsibilities:

1. *Awana:* Assisting in the Awana program on Wednesday nights (in the past has taught in the T&T age group). Participation in the Awana closing program. Overseeing the check in and check-out procedures, utilizing KidCheck to do so.

2. *VBS:* Assisting with Vacation Bible School. In the past has included the main teaching time and/or the "host" of the opening and closing each night (leading the music, providing energy and excitement, and announcements).

3. *Sunday School*: Teaching a Sunday School class, ages 18 and up invited to attend.

4. *Sunday Morning Worship*: This has included being worship leader (announcements and corporate prayer), song leader, leading the worship team, assisting in the distribution of communion elements, special music, filling in for other Sunday School teachers, preaching in the Lead Pastor's absence, and attending both the 8:00am & 10:30am worship services.

5. *Visitation*: Visiting non-youth age members/attendees as delegated by the Lead Pastor, including shut-ins, new attendees, and hospital visits.

6. *Community events*: When given the opportunity, teaching at Christian schools, devotions at men's breakfasts, see you at the pole, counseling at schools during tragedies, etc.

7. *Meetings*: Staff meeting with the Lead Pastor (weekly), Christian Education meetings (monthly, as a representative for youth group), deacons meeting (monthly), business meetings, and all preparation involved for said meetings.

8. *Study & pray*: Seek to grow in areas of pastoral ministry and personal spiritual development.

9. *Website and Social Media*: Oversee the church website and social media accounts (Facebook and Instagram). Utilize these platforms for announcements, spiritual growth and encouragement, and points of contact with interested visitors.

10. *First Impressions Team*: Leading the First Impressions Team to identify and welcome visitors and improve the building and welcome materials to create a good first impression on visitors and get them connected with the FBC family. This also involves directing the church café and creating the schedule of volunteers. Meetings are typically held every other month to debrief and discuss new ideas.

11. *Junior Church*: Finding teachers for Junior Church and teen helpers to assist in teaching for the 10:30 service. Involves organizing a schedule and picking curriculum and communicating with teachers. Also involves teaching as part of the rotation.

12. *Office detail*: Phone calls, notes, letters, cards, clean up from youth group or other ministries, planning weekly calendar, distributing mail from church and member mailboxes, emails, bulletin corrections, finances including copying receipts and writing up reimbursement requests, and updating financial spreadsheet.

13. *Special occasions*: Assisting/preparing for/or participating in weddings, funerals, hymnsings, Christmas caroling, movie nights, outreach events etc.

14. *Music*: Selecting worship songs for youth group (each week) and worship team (typically 2nd and 3rd Sunday of the month). Facilitating purchase and song reporting in line with CCLI restrictions and guidelines. Scheduling practice times with worship team to prepare adequately for Sunday worship.

15. *Fellowship time with other pastors*: Including AEP (Association of Evangelical Pastors) monthly breakfast, M.M.A. (Mission Mid Atlantic, part of Venture Church Network) group, Friendship Bookstore's annual pastors' breakfast, etc.

16. *Miscellaneous*: This position is too diverse to cover in one document. Many other areas of ministry have been done on occasion including participating in music nights, filling in to teach at small groups, doing grad banquets, assisting with sound crew, baptizing teens, doing door to door ministries, attending other miscellaneous church activities, dealing with needs of the poor and homeless, etc.