



Associate Pastor Job Description (Administrative)

The Bunkertown Administrative Pastor, working together with other church leaders, serves the congregation by identifying, organizing, leading or supporting the ministries of the church aligning with Bunkertown's mission: In Christ's love, we follow, serve, and reach out. Primary areas of responsibility include pastoral leadership, organizing discipleship programs, strategic planning, business administration, organizational development, and occasional counseling in spiritual matters.

The priority for the Administrative Pastor is to tend the effective and efficient function of the church while working collaboratively with the other pastors and three Commissions to sustain and strengthen the spiritual life of the congregation through relationships, teaching, and providing resources to committees, small groups, and individuals.

Expectations

The Associate Pastor shall support the Pastor in the ministry of the church family. In so doing, the Associate Pastor shall promote unity in the family and between the pastors, Board, deacons, and membership. At the pastor's direction, the Associate Pastor may fill the pulpit during times of absences of the Senior Pastor due to vacation, trainings, etc. The Associate Pastor may, in the absence of a Senior Pastor, assume the role of Senior Pastor until such a replacement is secured.

Responsibilities Specific to Bunkertown Brethren Church

1. Assist the Pastor in various duties as organized by the Pastor, Associate Pastors, Secretary, Treasurer, Board Chair, and any other staff.
2. Shall be the Pastor of Administration.
 - a. Pastoral responsibilities, shared with the Senior and Associate pastor(s):
 - i. Shall coordinate with the Senior Pastor and assist in the visitation responsibilities of the pastoral team, as needed, and share updates and special needs with the pastoral team.
 - ii. Participate in Commission and Committee meetings and events, youth programs and events, and Bible studies or small groups.
 - iii. Maintain an overview of the church's operations and programs - identify items to be brought before the pastoral team, the church Board, a Commission, the deacons, or others.
 - iv. Assist with congregational mentoring and discipleship programs; act as a mentor and resource to those who are mentoring others, as needed.
 - v. With the pastoral staff, provide support with congregational counseling, assisting individuals, couples, and families with spiritual matters, lifting them in prayer, and referring them to outside counseling services as needed.
 - vi. Work prayerfully and practically with church leadership, including pastoral staff, deacons, and the church Board, emphasizing a Biblical approach to all matters.

b. Administrative responsibilities:

- i. Lead and/or support the Administrative functions of the church, such as assisting with coordinating services and events, organizing soundboard and musician functions, researching music licensing issues, becoming familiar with church IT resources such as ChurchTrac and EasyWorship, as needed, and supporting the effectiveness of our website and livestream services, etc.
- ii. Assist the Pastor, pastoral staff, church Board, and church leaders in setting short, mid, and long-term goals in support of the church's internal and external ministries, conducting needs assessments, and similar.
- iii. Work with church Secretary overseeing the church calendar to provide proper oversight of the building and property during special functions.
- iv. As part of the pastoral team, work with the Board and Commissions to assist with implementation of action items.

Shall enlist three spiritual advisers to serve as their personal elder team and to serve on the church Elder Team.

Various other duties as assigned by the senior pastor.

Preferred Skills and Abilities:

- A tested and mature faith, Mark 12:30
- A strong vision for discipleship, John 21:15-17
- An attitude of service, 1 Peter 4:10
- A patient spirit, Luke 8:15
- A compassionate heart, Col. 3:12
- Strong organizational skills
- Proficient computer skills
- Effective and adaptable communication skills (writing, public speaking, teaching, one-on-one)
- A demonstrated ability to be a connector of people
- A track record of being a leader of leaders

Education and Experience:

Candidate should have 1 or more of the following

- 4-year college degree
- 4 years Administrative/management experience
- 4 years pastoral/ministry experience