



## 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 3 Commissions to sustain and strengthen the spiritual life of the congregation through relationships, teaching, and providing resources to committees, small groups, and individuals.

1. Maintain an overview of the church's operations and programs - identify items to be brought before the Pastor, the church Board, a commission, the deacons, or others.
2. Oversee and assist with a congregational mentoring program; act as a mentor and resource to those who are mentoring others.
3. Assist with initiating and leading strategic planning efforts, supporting 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.
4. With other church leaders, identify individual talents and skills within the congregation and assist members in connecting with church ministries and volunteer opportunities.
5. Provide leadership, training, and support to the deacons and the church Board, assisting them to function in unity as they serve the body at Bunkertown.
6. Connect "people with needs" with "people with resources" within the congregation (spiritual gifts, practical/professional skills, etc.) for the building up of the body. (Eph. 4:12)
7. 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.
8. Participate in discipleship programs including, but not limited to, providing instruction through a New Members class, and supporting adult ministry leaders such as Sunday School teachers and small group leaders.
9. Work prayerfully and practically with church leadership, including pastoral staff, deacons, and the church Board, holding church leaders accountable to the mission of Bunkertown and emphasizing a Biblical approach to all matters.
10. Work with the IT and AV teams to provide the best production possible of livestream and recorded services. Research and identify laws governing these, especially copyrights and ensure compliance.
11. Work with ushers and safety team to provide comfortable and safe environment for the body.
12. Work with Church Secretary overseeing the Church calendar to provide proper oversight of the building and property during special functions.

13. Work with Stewards Commission to oversee the maintenance and possible maintenance contracts of the building and properties: Sound system, lighting, Camera system, Security system, HVAC systems.
14. Work with the church treasurer to act on the directives of the board and congregation regarding ministry support and to return accurate reporting of expenses.
15. Work with the church secretary, treasurer, and pastor to maximize the available resources of church organization: ChurchTrac, Easy Worship, One Drive, church website, etc.
16. Maintain a record of supported ministries and their effectiveness in support of Witness Commission.
17. Enlist 3 Spiritual advisers to serve as his personal elder team and to serve on the church Elder Team.
18. 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