

ASSOCIATE PASTOR FOR DISCIPLESHIP AND ADMINISTRATION

Job Description:

The Associate Pastor of Discipleship and Administration serves as a key member of the staff at Pine Hill Baptist Church. This position oversees all ministries to make sure they are discipleship centered, develops new ministries that are discipleship centered, and oversees the staff and office giving attention to the infrastructure of the church.

Job Responsibilities:

- Work alongside the Senior Pastor and other members to develop and implement a clear, biblical vision and long-term strategy for Pine Hill Baptist Church
- Develop key volunteer leaders and other staff members to lead discipleship ministries in all ages of the church, including:
 - Birth/preschool
 - Elementary
 - Junior/Senior High School
 - College/University
 - Adult
- Work alongside parents for the supervision and spiritual development of their children and students
- Coordinate with the Children's Ministry Team Leaders to develop a clear strategy of discipleship from birth to adulthood
- Plan and execute regular leader training and appreciation events, ensuring the existence of healthy leaders upon which to grow strong group, assimilation, and connection ministries.
- Create promotional materials and communication methods that ensure everyone at the church is aware of the group's ministry, its purpose, importance, and how to get connected.
- Identify, develop, and/or select group curriculum and other group materials and tools.
- Assist in the development of an annual budget and manage spending to budget.
- Work alongside the Senior Pastor in developing a cohesive adult discipleship strategy, including the Adult Sunday School and other small groups
- Regular community involvement
- Other duties as assigned

Education and Experience

- Minimum of 3 years' experience as a staff member in a ministry leadership capacity
- Minimum 2 years' experience in a supervisory role
- Preferred 3 years of proven ability to develop, lead, and motivate volunteer teams
- Bachelor's degree from accredited college or university – prefer degree in Biblical Studies or related field.

Qualifications

- A personal relationship with Jesus that results in a life lived in obedience to the will of God as described in the Bible
- Visionary leader; forward thinker; self-directed; self-motivated; self-starter



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- Interpersonal skills to engage and gather people
- Able to recruit, train, and organize teams, volunteers, leaders, and ministry staff
- Demonstrate effective leadership through teams and be effective at delegation
- Willingness to continue learning, teachable spirit
- Effective written and verbal communicator who consistently encourages and supports others
- Able to problem solve and resolve conflict
- Demonstrate a commitment to goals, strategies, and doctrinal statements of Pine Hill Baptist Church