**JOB DESCRIPTION**

**ASSOCIATE PASTOR / ASSOCIATE PASTOR, COMMUNITY FAITH FORMATION AND OUTREACH\***

**First Baptist Church of Vero Beach**

**Function:**

The Associate Pastor is accountable to the Pastor, Personnel Committee and congregation, respectively. As Associate Pastor, he/she is responsible to the Pastor for assisting the church organizations (except music) in planning, implementing and evaluating comprehensive ministries related to discipleship, faith formation, and community outreach of the church.

**Responsibilities:**

1. Assist the Pastor in all areas of the church's work, including hospital and crisis visitation, prospect visitation, counseling, preaching, teaching, and conducting meetings as requested.

1. Coordinate the programs and curriculum related to discipleship of the church, including Sunday school, small groups, and other age or gender graded programming.
2. Supervise the Facilities Manager, Children’s and Youth Ministry support staff, and Church Administrator.
3. Coordinate and assist age-group ministry staff and volunteers, including the Weekday Preschool Director, Children’s and Youth Ministry support staff and team.
4. Serve as Staff Resource for committees as assigned in the Operations Manual.
5. Guide in the selection, enlistment, and training of church program leadership and volunteers.
6. Assist in the development and expenditures of program budgets in areas of responsibilities.
7. Coordinate with staff, other program leaders, and Trustees the use of educational space and equipment for activities and programs of the congregation in coordination with Facilities Manager.
8. Develop, plan, and promote a program of activities to be used as an effective tool for outreach and evangelism in the community.
9. Carry out other responsibilities as assigned by the Pastor.