

Gardena Valley Baptist Church
Associate Pastor
Job Description
(12/18/2019)

Accountable To: Senior Pastor

Works With: Pastoral Staff
Core Ministry Chairpersons

Purpose: Implement the vision and purposes of GVBC by developing, reshaping, and deepening discipleship and evangelism in the congregation.

General Responsibilities:

- 1) Implement and advance GVBC's Vision, Mission and Purpose according to GVBC's By-Laws and Constitution.
- 2) Equip the saints for the work of the ministry for the building up of the Body of Christ for spiritual maturity (Ephesians 6:11-16).
- 3) Faithfully steward the finances and resources of GVBC by triannual reviews and annual preparation of the Ministry budget and related accounts.
- 4) In cooperation with the Senior Pastor set annual S.M.A.R.T. goals (Specific, Measurable, Achievable, Relevant, Time-oriented) which shall be evaluated by the Senior Pastor at the end of the year.
- 5) Conduct baby dedications, baptisms, weddings, funerals and other special services and events as appropriate and in coordination with the Senior Pastor.
- 6) Maintain regular accountability and supervision with the Senior Pastor, carrying out additional responsibilities as assigned by him.

Specific Responsibilities:

- 1) Supervise the implementation of the annual budget by acting as a liaison between the administrative/accounting staff and the Core Ministry Council.
- 2) Coordinate the development of the church calendar ensuring communication and coordination of ministry events.
- 3) Develop, edit, and ensure implementation of the church's policies and procedures in

coordination with the Senior Pastor, Board, and other relevant committees.

- 4) Preach periodically throughout the year and create seminars, workshops, and conferences that will equip and empower the church to fulfill its mission statement.
- 5) Oversee the integration of newcomers and new members into the life of the church through the new member's course (Pathway), coordination with Community Groups, and creating new initiatives.

Job Skills and Requirements

This position requires a minimum of 5 to 7 years of experience as a staff member in a ministry leadership capacity. Possession of a Master's Degree in Biblical studies or related field is preferred. Ordination within an evangelical denomination is preferred or the willingness to pursue ordination. The successful individual will be a self-starter, not requiring a great deal of supervision, with a solid work ethic and willingness to do what it takes to get the job done. A working knowledge of Microsoft Office, Power Point, Excel, as well as the ability to research and use a multitude of information gathering resources is a must.

Compensation

Compensation package is based on experience. This full time position includes health insurance and enrollment in a retirement program.