



PASTOR JOB DESCRIPTION

YOUR JOB TITLE: **ASSOCIATE PASTOR – Families and Community Engagement**

YOUR NAME:

LOCATION: **KARRATHA BAPTIST CHURCH**

YOUR SUPERVISOR: **SENIOR PASTOR**

APPROVED BY:

Your Signature

Your Supervisor's Signature

MINISTRY PURPOSE

In a couple of sentences describe what your ministry is expected to accomplish. Describe what overall end results are expected from your position and how they contribute to the success of the Church.

To bring leadership and ministry oversight to the areas of Kids/Youth/Families, and Community Engagement.

Kids/Youth/Families Ministry includes:

- Oversee working with the Children's, Junior Youth and Youth Ministry Leaders to ensure successful delivery of these ministry areas
- Oversee the development of ministry opportunities to reach families.
- Identify, train and equip volunteers as necessary.

Community Engagement includes:

- Develop and maintain networks within the wider Karratha community.
- Identify ministry opportunities into the community and creatively work to find ways to meet these opportunities.
- Oversee the development and growth of 'Karratha Helps', (a practical helps ministry).
- Identify, train and equip volunteers as necessary.

Attendance and participation at Sunday services is also required. This includes:

- Leading services or preaching as required by Senior Pastor.
- Involvement in the planning and delivery of Sunday services as required by Senior Pastor.

MINISTRY RESPONSIBILITIES

List ministry responsibilities, how you do them and why. Also approximate the amount of time devoted to each major area.

WHAT you do	HOW you do it	WHY you do it (expected end result)	% of Time
<ul style="list-style-type: none"> - Ensure delivery of pastoral care and programs to Kidzone, Junior Youth and Youth Group 	<ul style="list-style-type: none"> - Oversee the building of volunteer teams to deliver ministries - Successfully deliver Kidzone on Sundays, monthly Junior Youth and fortnightly Youth Group - Develop opportunities to invest into the generations through pastoral care, mentoring and discipleship. - Deliver age-appropriate, gospel-centred content 	<ul style="list-style-type: none"> - To build into the next generation and equip them to follow Jesus. - To provide safe spaces for the next generation to engage in church life. - To engage the next generations with the gospel in an age-appropriate way. 	15%
<ul style="list-style-type: none"> - Identify and develop opportunities for ministry growth to families and community engagement 	<ul style="list-style-type: none"> - Develop strong working relationships in the wider Karratha community. - Provide a link between the ministries and wider community. - Analysis of ministry opportunities and resources required. - Plan and execute on identified ministry opportunities - Oversee the development and growth of 'Karratha Helps'. 	<ul style="list-style-type: none"> - To build positive and effective relationships - So the church can engage healthily with the community. - To identify ministry opportunities to reach and equip more people. - So more people can be reached and equipped to live as Christians. 	15%
<ul style="list-style-type: none"> - Identify, train and pastor volunteer teams to build your ministry areas 	<ul style="list-style-type: none"> - Build contacts within the church community - Regular meetings with volunteers to discuss vision and provide upskilling/planning. - Find creative opportunities to champion the ministries you lead. - Engage with wider church and BCWA training procedures - Meet regularly with Ministry Leaders and other volunteers to provide pastoral support. - Ensure all necessary administration is relevant and up-to-date. 	<ul style="list-style-type: none"> - To ensure each ministry has enough volunteers to run. - To ensure new and existing volunteers are trained and equipped - To ensure volunteers are safe to work. - To build teamwork amongst the volunteers - To care for, pray and support one another - To sort out any issues - Share vision and set goals 	15%
<ul style="list-style-type: none"> - Ensure administrative procedures and documentations are adhered to and up-to-date 	<ul style="list-style-type: none"> - Review current policies and procedures for ministries you oversee - Implement appropriate administrative procedures to ensure effective ministry can occur 	<ul style="list-style-type: none"> - To provide safe people, safe spaces and safe ministries. 	5%
<ul style="list-style-type: none"> - Preaching and Sunday service involvement 	<ul style="list-style-type: none"> - Preparation midweek. - Preach as required - Seeking the Lord 	<ul style="list-style-type: none"> - To see people becoming Christians - To see Christians maturing in Christ 	5%

		<ul style="list-style-type: none"> - To see Christians released in ministry - Encourage the body of Christ - Holy Spirit inspired sermons 	
<ul style="list-style-type: none"> - Other functions and meetings as required by Senior Pastor 	<ul style="list-style-type: none"> - Attend staff meetings - Regular meetings with Senior Pastor 	<ul style="list-style-type: none"> - To ensure alignment of ministries with Church vision. - To ensure healthy open lines of communication 	5%
<ul style="list-style-type: none"> - Professional Development 	<ul style="list-style-type: none"> - Attendance at BCWA Conference and other professional development opportunities as identified and agreed to. 	<ul style="list-style-type: none"> - To ensure ongoing professional development and industry-standard upskilling. 	Ad hoc