

Job Description for Pastoral Ministry Assistant First Baptist Church, Los Alamos, New Mexico

Principal Function:

Assist the pastoral staff in the performance of their duties.

Qualifications:

1. Born-again Christian, committed member of FBCLA.
2. Keeps confidentiality in all matters.
3. Pleasant and gracious social disposition, enjoys working with people.
4. Detailed, organized, and acquainted with basics of office management.

Responsibilities:

The Pastoral Ministry Assistant is responsible for performing duties determined by the pastoral staff member he or she assists. These may include, but are not limited to:

1. Provide support in preparing sermons.
2. Assist with planning and conducting worship services in coordination with the Worship Team.
3. Help organize and track a program of witnessing.
4. Assist with organization and follow-through of ministerial visits.
5. Provide support in organizing the education ministry with the assistance of the Christian Education Team.
6. Provide support in the organizing of the youth ministry with the assistance of the Youth Sub-team of the Christian Education team.
7. Help plan and promote programs, projects, trips, retreats, and recreational and training activities for the youth.
8. Help enlist and train adults and youth to serve in ministry in the church.
9. Assist in organizing the counseling of youth, parents of youth, and adult leaders of youth.
10. Assist in the tracking of the portion of the budget for which the pastoral staff member is responsible.
11. Perform other duties as deemed necessary by the pastoral staff for ministry purposes.

The supervising pastoral staff member is responsible for determining the exact scope of work.