

**Job Description for Assistant Pastor
First Baptist Church, Los Alamos, New Mexico**

Principal Function:

The Assistant Pastor is responsible to the pastor for providing leadership to the church in the area of Youth ministry. This involves assisting church ministry leaders in planning, conducting, and evaluating a comprehensive ministry to the youth in support of the mission and objectives of the church. He is also responsible for assisting the pastor in certain areas of administration.

Qualifications:

1. Be a committed Christian who maintains a daily walk with Jesus Christ.
2. His or her life must be consistent with 1 Timothy 3:1-7 and Titus 1:6-9.
3. Sense a definite call to ministry.
4. Have (or be willing to undertake) education and experience that will facilitate job responsibilities.
5. Have a working knowledge of planning, conducting and evaluating a comprehensive program within the areas of his or her called ministry.
6. Demonstrate vision and creativity.
7. Have experience serving in a Southern Baptist Church and be supportive of the Southern Baptist Convention.

Responsibilities:

1. Direct the planning, coordinating, organizing, and evaluating of the Youth Ministry through the youth program organizations and the Youth Sub-team of the Christian Education Team.
2. Work with the Youth Sub-team of the Christian Education Team to plan and promote programs, projects, trips, retreats, and recreational and training activities for the youth. The main emphasis should always be to lead youth to salvation in Christ and to help them grow in Christian nurture.
3. Lead in enlisting and training adults and youth to assist and serve in the many parts of the Youth Ministry.
4. Develop a well balanced ministry and be available as a counselor to youth, parents of youth, and adult leaders of youth.
5. Administer the Youth Ministry budget with the assistance of the Youth Sub-team of the Christian Education Team.
6. Regularly attend and serve as a leader in youth activities.
7. Lead youth in spiritual growth, to witness for Christ, to minister to people in need, to worship God, and to support the ministries and work of the church and the denomination.
8. Assist the pastors in the overall administrative planning, decision making and execution of church vision and policies.
9. Attend, participate and lead in various administrative meetings.