

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

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***Principal Function:***

The Associate Pastor is responsible to the pastor for providing staff leadership to the entire church in general and specifically in the areas of Education and Worship. This involves assisting church ministry leaders in planning, conducting, and evaluating a comprehensive ministry of worship and Christian education, in support of the mission and objectives of the church.

***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 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.

***Education Ministry Responsibilities:***

1. As a visible leader in the church, this person should evidence personal spiritual growth, practice personal evangelism as a lifestyle, and provide tangible support for ministries of the church.
2. Direct, plan, organize, coordinate, and evaluate the church's ministry of Christian Education in cooperation with the Christian Education Team.
3. Lead church members in spiritual growth, witnessing for Christ, ministering to people in need, worshipping God, and supporting the ministries and work of the church and the denomination.
4. Enlist and train organizational leadership in cooperation with the Christian Education Team.
5. Approve curricula for use in small groups, Sunday schools, and similar venues.
6. Coordinate with Christian Education Team Leader to prepare and administer the Christian Education Ministry budget.
7. Organize, promote, direct and participate in a church-wide visitation program.
8. Perform other church-related duties as assigned by the pastor.
9. Serve as a member of the Church Council and attend regularly scheduled meetings.
10. Work with the pastor in promoting activities sponsored by the Association, State Convention, and Southern Baptist Convention.

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***Worship Ministry Responsibilities:***

1. As a visible leader in the church, this person should evidence personal spiritual growth, practice personal evangelism as a lifestyle, and provide tangible support for all ministries of the church.
2. Develop teams to lead music in weekly worship services.
  - a. Recruit and lead music teams.
  - b. Plan and lead programs and rehearsals.
  - c. Lead or assist leaders of youth and children's choirs.
3. Plan, organize and lead seasonal (Christmas, Easter, etc.) or special ministry musical programs.
4. Work with the Worship Ministry Team in coordinating worship services and musical budget needs.
5. Secure necessary music and musical equipment and maintain accountability for all music related materials.
6. Maintain CCLI license.
7. Serve as a worship leader for weekly worship services.
  - a. Work with pastor (and other staff as needed) to plan, arrange, and lead Sunday worship services.
  - b. Plan, arrange, and lead congregational singing.
  - c. Submit an order of worship to the church secretary in a timely manner each week.
  - d. Secure materials for scheduled worship services.
8. Help to find a replacement when absent or unable to serve.
9. Serve as a member of the Church Council and attend regularly scheduled meetings.
10. Coordinate with or serve as the Team Leader for the Worship Ministry Team.