

**BETHANY COMMUNITY CHURCH
JOB DESCRIPTION**

Senior Associate Pastor

- Summary:** The Senior Associate Pastor will work closely with the Lead Pastor to shepherd, extend pastoral care, develop leadership amongst lay people, build administrative systems, and nurture community as part of Bethany North's location.
- Location:** Bethany North
- Reports to:** Bethany North Lead Pastor
- FLSA Status:** Exempt, full-time

ESSENTIAL DUTIES AND RESPONSIBILITIES

In collaboration with the Lead Pastor, the Senior Associate Pastor will:

- Shepherd the community through leading and assisting in worship, as well as maintaining a prominent, public role in each weekend service, including leading the Sunday welcome and set up teams, preaching occasionally, and building pastoral relationships.
- Oversee both local and international missions ministries.
- Oversee discipleship and leadership development, in conjunction with other ministries
 - Facilitate the growth and use of the spiritual gifts of attendees and members at all ages.
 - Oversee Family Ministries Department
- Lead and collaborate with staff and volunteers to ensure effectiveness and quality in all aspects of the church's life, by strengthening key administrative and logistical systems.
- Perform general pastoral duties, including:
 - Provide pastoral care and demonstrate compassion in times of need, including weddings and funerals.
 - Proactively build relationships with attendees as well as local residents and neighborhood organizations.
 - Participate in appropriate North and Bethany-wide staff meetings
- Perform other duties as situation requires or as assigned by supervisor

POSITION QUALIFICATIONS

- Strong spiritual commitment to Jesus Christ and lives a godly lifestyle
- Experience in leadership and a passion for growing the Kingdom
- Superior verbal and written communication skills; able to rightly discern the Word of God
- Proven administrative ability
- Demonstrated skills in assessing needs, casting vision, mobilizing teams, and supporting/managing workers, either paid or volunteer
- A self-starter, well organized, and able to delegate when needed

- A loyal team player that is able to submit to church leadership and is committed to the mission, values, and strategy of Bethany Community Church
- Willingness to become a member of Bethany Community Church who attends regularly and supports the church financially
- Makes a positive contribution to a staff culture that increasingly embodies excellence and the ethics of servant leadership demonstrated by Christ
- Willing to complete the pastoral licensing requirements set forth by Bethany Community Church within six months of start date (if applicable)
- Baccalaureate degree required; Masters of Divinity or Masters of Theology Required

OTHER SPECIFICATIONS

<i>Work Schedule:</i>	Typical work schedule is Sunday through Thursday, 40+ hours/week
<i>Physical Demands:</i>	Must be able to work in an office environment, often at a computer workstation. Must be able to move between buildings on campus. Must be able to lift small boxes and/or equipment up to 25lbs.
<i>Working Conditions</i>	Due to seasonal activity, job duties may often require additional hours and availability outside normal working hours. May require flexibility to adjust work schedule from time to time to work early or later than regular schedule. The office environment is fast-paced and may be considered stressful, due to seemingly regular interruptions because of numerous urgent and unexpected requests that requires multi-tasking. Non-smoking building and environment.
<i>Compensation:</i>	Dependent on experience
<i>Benefits:</i>	Full benefits for employees working 21+ hours/week including: medical, dental, and life insurance.

This job description is intended to describe the general nature of this job, and may not include all responsibilities that might be required of the person holding this position. This job description is subject to change at any time at the sole discretion of Bethany Community Church, and does not establish a contract for employment.