

# JOB OPENING

## Associate Pastor

**Reports To:** Senior Pastor

The associate pastor of Ken Caryl Church is expected to, (1) Work under the leadership and direction of the senior pastor, (2) Work within the framework of the ministry staff, and (3) Work in conjunction with Ministry Teams in the church.

**Supervises:** Volunteers, i.e.: Bible Study and Life Group leaders, Missions Legacy Team, \*Building and Grounds, \*Safety and Security \*(Currently, job responsibilities regarding Building and Grounds and Safety and Security are performed by the Family Ministries Director. It is anticipated that these job responsibilities will be transferred over time from and with the assistance of the Family Ministries Director.)

**Staff Liaison:** Building and Grounds, Safety and Security, Missions Legacy Team, Nominating Committee

### QUALIFICATIONS

- ▶ Have a strong personal relationship with Jesus Christ. (required)
- ▶ Possess a strong written, verbal, and organizational skills. (required)
- ▶ Possess excellent people skills. (required)
- ▶ Agree to uphold the Baptist Faith and Message (required)
- ▶ Possess 4 year degree (required), seminary education (preferred) and/or work experience in related field (preferred)
- ▶ Minimum of 3 years experience as a full-time staff member of a local church (required)
- ▶ Have extensive background in administration, operations, budgeting and supervision
- ▶ Strong sense of calling to ministry
- ▶ Possess strong teamwork and collaborative skills

There are four primary areas of responsibility for the associate pastor.

### SPIRITUAL FORMATION

- ▶ Develop and oversee a comprehensive discipleship process and framework
- ▶ Develop, mature, and coordinate a small group framework, for example life groups, which includes identifying, training, and recruiting leaders
- ▶ Oversee curriculum options and plans for all aspects of discipleship
- ▶ Mobilize church members into the discipleship process
- ▶ Oversee the integration of men's and women's ministries into the overall spiritual formation process of the church
- ▶ Personal involvement in the spiritual formation and discipleship process

## ADMINISTRATION & OPERATIONS

- ▶ Proven ability to lead and manage staff members and volunteers
- ▶ Proven ability to formulate budgets and execute long-range planning
- ▶ Proven ability to handle operational details and assignments for the church
- ▶ Proven ability to organize and administrate ministry events
- ▶ Proven ability to work with Ministry Teams to accomplish the mission of the church
- ▶ Proven ability in effective and timely communication, both written and verbal
- ▶ Partner with chairperson of the Building and Grounds Committee to coordinate any and all repairs, maintenance, purchases and contracts, for our physical plant/facility.

## PASTORAL CARE

- ▶ Willingness to preach periodically on Sundays
- ▶ Gifted in congregational care, which includes hospital visits, family visits, counseling, conducting weddings and funerals as needed
- ▶ Eagerness to assume other pastoral duties as assigned by the Senior Pastor

## MISSIONS AND OUTREACH

- ▶ Train and mobilize the church to share the gospel and intentionally engage people who do not know Jesus, both locally and internationally
- ▶ Engaged in the process of planning mission trips and building and training teams for each trip
- ▶ Engaged in the process of organizing a church-wide missions emphasis/conference
- ▶ Continue current partnerships and facilitate new partnerships
- ▶ Work directly with Missions Team to oversee, budget, and distribute mission funds

The associate pastor is expected to spend consistent (daily) time with the Lord Jesus, diligently serve in any and every area of need, and lead Ken Caryl Church to share the message of Jesus and our lives with people in Littleton and around the world. This role is a pastoral role, requiring a heart to shepherd people of all ages through various types of situations.

### *Disclosure:*

*We are committed to providing a safe and secure environment for all persons in our ministry programs. We have preventative measures in place to safeguard each child, as well as those who serve them. These preventative measures include awareness training, screening processes, policies and procedures, background checks, and monitoring and oversight to help us maintain compliance and accountability. Furthermore, we report all suspicions and allegations of abuse because we believe this policy best protects all people in our care.*

**TO APPLY:** Please send a cover letter and resume to [jgibson@kencarylchurch.com](mailto:jgibson@kencarylchurch.com).