



Potomac Heights Baptist Church

Job Description for Pastoral Assistant/Associate Pastor of Administration¹

Introduction

This document serves to describe the basic qualifications, duties, and responsibilities of the Pastoral Assistant/Associate Pastor of Administration (hereafter APA) at Potomac Heights Baptist Church (PHBC), Indian Head, MD. It covers the minimum requirements of the job in that other duties may be required when dictated by the situation. Further, it is not intended to provide detailed procedures on how the duties are to be performed, as flexibility will be needed in determining methods and means to accomplish objectives.

The role of the APA is to work in harmony with the Lead Pastor, have a firm grasp on the purposes, values, and strategies of PHBC, and to align key leadership teams with these purposes, values and strategies. The APA will work alongside the Lead Pastor, the Elders, and the various ministry leaders to carry out this mission as a key member of a team committed to “helping one another become more like Jesus.” The APA may be hired without first being recognized as an elder in the church (although he would still attend elder meetings and the goal would be to have him recognized as an official elder). The APA will need to be an individual with strong gifts in both administration and teaching.

The goal is for this individual to serve in the APA position for 4–6 years (length may vary) so that at the end of that time, he may be sent out as a lead pastor of another church. Since this is the goal, he will be given opportunities to preach, teach, and lead in various capacities.

The church staff currently includes one pastor (Lead Pastor) and one part-time administrative assistant (who handles our financial affairs and basic general secretarial duties). Average church attendance is difficult to pinpoint due to COVID-19 regulations, but we currently average around 90–100 on Sunday mornings (pre-pandemic, we were at 140–150). The APA reports directly to the Lead Pastor.

General Requirements

Ministry Area	Administration and Teaching
Position	Associate Pastor of Administration (APA)
Accountable To	Lead Pastor
Ministry Target	Church Body in general
Position Is	Paid staff (full-time)
Position May Be Filled By	Qualified church member or candidate from outside
Minimum Maturity Level	Solid, maturing Christian (not a new convert)
Spiritual Gifts	Administration, Leadership, Shepherd, Evangelism, Teaching

¹ Once this individual has been recognized by the congregation as an elder of the church, his title shall automatically switch from Pastoral Assistant of Administration to Associate Pastor of Administration. Since it is the goal for this individual to become an Associate Pastor, that language will be used throughout the document.

Helping One Another Become More Like Jesus!

Heart or Passion For	Influencing and affecting lives with the gospel of Christ, Strengthening and supporting God's work at PHBC; Helping others become more like Jesus
Abilities or Talents Desired	Good organizational skills, Ability to motivate people, Good communicator, Ability to care for a group of people, Experience in teaching, Leadership potential/ability, Able to serve as a support person to the Lead Pastor
Personality Traits Desired	Compassionate, Discreet, Friendly, Dependable, Self-Motivated
Experiences	Preference will be given to candidates with previous pastoral experience and/or pastoral training (although this is not required)
Length of Service Commitment	Four (4) to Six (6) years

Anticipated Time Commitments

Doing/Preparing for ministry	Forty hours a week (minimum), off on Saturdays and one day during the week, except for emergencies and special occasions
Participating in Meetings/Training	Six to eight hours per week

Basic Qualifications

1. The APA affirms that he is a Born Again Christian who knows Jesus Christ as Lord and Savior. He must give testimony to a call to vocational ministry, and he has a sense of God's will that working at PHBC is God's direction.
2. The APA will manifest by precept and example the highest Christian virtue and personal decorum in judgment, dignity, respect, and Christian living (Colossians 3:17, Titus 2:7; James 3:17-18).
3. The APA will manifest by precept and example that he is qualified to serve as a pastor according to the scriptural guidelines given in 1 Timothy 3:1-7 and Titus 1:5-9.
4. The APA, along with his family (if married), will faithfully attend and financially support PHBC. He must be in complete agreement with the Statement of Faith and Purpose of PHBC (BFM 2000).
5. Due to the sensitive nature of the position, the APA must be of excellent character and possess certain personal qualities. These qualities include strong interpersonal communications skills, the ability to use tact and sound judgment, the ability to maintain strict confidentiality, the ability to remain calm and exercise patience in a variety of circumstances, along with a high standard of integrity.
6. Ability to work independently.
7. A background check is required (including criminal, financial, and civil).

Helping One Another Become More Like Jesus!

APA General Responsibilities/Duties

1. Participate in various meetings, including, but not limited to weekly staff meetings, bi-monthly elder meetings, etc.
2. Fill in for the Lead Pastor when necessary.
 - a. Handle emergency situations.
 - b. Preach/teach/lead services when needed.
3. Support the Lead Pastor in carrying out the ministry of the church; lead as needed with administrative tasks, special projects and campaigns, teaching, etc.
4. Be heavily involved in outreach, visitation to church members, newcomers, and guests.
5. In conjunction with the elders and the congregation, work to keep the current membership directory as accurate as possible.
6. Visit hospitalized members and follow up during their recovery.
7. Provide general biblical counseling to church members regarding spiritual matters. Refer to professional counselors when necessary.
8. Work in close association with staff to build and maintain a strong team environment among our staff and complete the work necessary to fully serve and support the ministries and events of PHBC.
9. Prepare an annual goal sheet (including personal, professional, and ministerial goals) to be shared with the Lead Pastor. This goal sheet will be used as one part of the annual performance review.
10. Receive a performance evaluation given by the Lead Pastor on an annual basis.
11. Cooperate with the Lead Pastor by performing any other duties when asked to do so.
12. Pray, pray, pray for the Lead Pastor, other staff members, PHBC members, ministers, and multipliers. Pray specifically for God's plans and purposes to be fulfilled in each as together we seek to "help one another become more like Jesus."

Specific Responsibilities

1. Small Group Ministry

In accountability to the Lead Pastor, the APA will serve PHBC by providing direction, administration, and oversight of the Small Group Ministry (both on Sunday mornings and weekdays) of PHBC.

Essential Responsibilities:

- 1) Direct and oversee the Small Group Ministry through planning and executing all the functions that are essential to a viable and dynamic Small Group Ministry.
- 2) Direct and oversee the Small Group Ministry in planning and implementing new leaders' orientation meetings, ongoing and regular leadership training meetings for all Small

Helping One Another Become More Like Jesus!

Group leaders, and all events associated with birthing, leading, and sustaining healthy Small Groups as part of the overall ministry plan of PHBC.

- 3) Strategize with Small Group Leaders in developing plans, policies, and procedures that will assist and enable Small Group ministries to “help one another become more like Jesus.”
- 4) Create and execute, with the Small Group Leaders, promotion campaigns for the Small Group Ministry.
- 5) In cooperation with the Lead Pastor plan special testimonials to be used during corporate worship that highlights the Small Group Ministry.
- 6) Provide general and specific vision, direction, and outreach strategies for growing and further developing Small Group Ministry at PHBC.
- 7) Supervise all Small Group Leaders through personal contact, exhortation, words of encouragement, and specific means of affirmation.
- 8) Be actively involved, along with his family (if married), in a Small Group.
- 9) Along with the Lead Pastor, help Small Groups to choose and use curriculum which promotes the overall vision for “helping one another become more like Jesus.”
- 10) Raise up leadership by identifying potential Small Group Leaders, Connectors and special Care Agents within each Small Group. Implement leadership development through informal and formal means.
- 11) Oversee budget and expenditures for all Small Group ministries.
- 12) Pray for the overall work of Small Groups at PHBC and those who work with them.

2. Student Ministry

In accountability to the Lead Pastor, the APA will serve PHBC by providing direction, administration, and oversight to the Student Ministry (college and younger) at PHBC. The APA will be responsible for working closely with gifted lay-leaders in the area of pre-school, children, youth, and college ministries. [NOTE: It is not the responsibility of the APA to teach all of these levels, rather he will work with lay-leaders to assist them as they lead and teach.]

Essential Responsibilities:

- 1) Develop a long-term vision for Student Ministry
- 2) Work with lay leaders in preschool, children, youth, and college ministries to develop and execute a strategic plan of action for effective ministry that encourages, equips, and enables these individuals to become mature followers of Christ.
 - a) Organize and oversee all aspects of Student Ministry.
 - b) Organize training and planning sessions for strategic planning.

Helping One Another Become More Like Jesus!

- c) Develop and carry out an organized plan to build healthy relationships with church families.
- 3) Investigate any complaints regarding student ministry workers. Discuss complaints/problems with workers when warranted. Document and report serious matters to Lead Pastor/Elders and proper authorities. [NOTE: All matters regarding suspected child abuse or actual child abuse MUST be reported to the elders AND to the proper law enforcement officials.]
- 4) Plan and/or facilitate special opportunities for Student Ministry to interact with other church members in an intergenerational manner.
- 5) Work with student lay-leaders to plan special activities periodically based upon different needs and interests.
- 6) In cooperation with the Lead Pastor plan special testimonials to be used during corporate worship that highlights the Student Ministry.
- 7) Oversee budget and expenditures for the Student Ministry.
- 8) Pray for the students of PHBC and those who work with them.

3. Outreach/Evangelism Ministry

In accountability to the Lead Pastor, the APA will serve PHBC by providing direction, administration, and oversight for an Outreach/Evangelism Ministry at PHBC. This person shall be responsible for encouraging the members of PHBC to be actively involved in sharing the gospel with the lost.

Essential Responsibilities:

- 1) Develop and execute a strategic plan of action for effective outreach that includes both corporate and individual outreach.
- 2) Work with Ministry Leaders to develop and implement outreach events that occur regularly during the church year (at least quarterly).
- 3) Lead by example in sharing the faith and encourage church members to share the faith.
- 4) Plan and/or facilitate special classes on the gospel, apologetics, and other pertinent subjects related to evangelism. Invite guest speakers occasionally.
- 5) In cooperation with the Lead Pastor plan special testimonials to be used during corporate worship that highlights evangelism and disciple making.
- 6) Oversee budget and expenditures for Outreach/Evangelism Ministry.
- 7) Pray for those who have the gospel to share it with those who do not and pray for the lost to be saved!

Helping One Another Become More Like Jesus!

4. Administration

In accountability to the Lead Pastor, the APA will serve PHBC by caring for some of the regular administrative needs of PHBC. Many lead pastors start at a church where they be the only employees of the church, so it is important for the APA to learn how to handle these matters.

Essential Responsibilities:

1. Handle routine telephone, written and walk-in visitor inquiries for general information.
2. Provide administrative support to the Lead Pastor and ministry leaders.
3. Enter attendance information into a spreadsheet and prepare reports.
4. Assist with preparation of correspondence, including mass emails, memos, brochures, flyers and weekly church bulletin.
5. Maintain and coordinate the church calendar.
6. Prepare the annual church profile each year and submit to the Lead Pastor before submitting it to the Potomac Baptist Association according to guidelines given by the Association.
7. Maintain and update membership roll (as directed by church action) and church telephone directory.
8. Coordinate with Building and Grounds Chairman any maintenance needs as they arise in the facility.
9. Coordinate any custodial needs (including calendar) with the custodial contractor.
10. Maintain, purchase and pick up consumable supplies needed for custodial and kitchen needs.
11. Other duties as assigned by the Pastor.

Compensation and Benefits

The APA shall be compensated at an annual rate of: TBD. The APA (and his family) will also be able to live in a church-owned home, rent-free, but the APA will be responsible for utilities.

This set amount may be packaged as desired by the APA (with approval of PHBC Finance Team and in accordance with Federal and State laws). In addition to the salaried compensation above, the APA will receive appropriate healthcare insurance, life insurance, and retirement benefits. Upon successful completion of this period of time, the APA shall be compensated according to the new church budget that is set by the Elders and Finance Team.

Helping One Another Become More Like Jesus!

Last Updated on 14 October 2021

All reimbursements for ministry expenses (travel, hospitality, furthering education, etc.) must be put in writing (with receipts attached) and given to the Administrative Assistant for processing and distribution of funds via the Finance Team policies and procedures.

The APA will follow the staff leave policy (available upon request). The Lead Pastor will conduct an annual performance evaluation and review.

I have read and understood the requirements for this leadership position and believing that God has lead me to such a position of servant-leadership in his Church, I will and can perform the essential responsibilities for this position under his leadership.

APA Signature

Date

Helping One Another Become More Like Jesus!

Last Updated on 14 October 2021