

## **Associate Pastor**

baptist							
Document ID	BBCJOB-002 – Associate Pastor						
Reports To	Lead Pastor						
Туре	Full Time						
Award & Level	Stipend is in line with the recommendations by Baptist Churches WA						
Review Period	Annually						
Purpose	The Associate Pastor is called by God to shepherd the Busselton Baptist Community Church (BBCC) through word and pastoral ministry, as well as leadership and administrative responsibilities						
Responsibilities	To bring the Church's vision and the mission to life through leadership and collaboration.  Together with the Lead Pastor and Elders, provide spiritual oversight and leadership for the congregations of BBCC in the Maturity Areas of:  • Deeply trusting in the Word of God • A Love for God • Belonging in Community						
	<ul><li>Serving Others</li><li>Reaching out on Mission</li></ul>						
Typical Tasks	<ul> <li>Regular preaching at Sunday Gatherings with emphasis on expository preaching (ideally 1-2 times per month)</li> <li>Engaging in Pastoral Ministry across all church demographics</li> <li>Regular pastoral visitation as required</li> <li>Engage in on-going spiritual growth and professional enrichment opportunities</li> <li>Participate in various leadership meetings, writing reports and developing proposals as necessary.</li> <li>Involved in the training of ministry workers</li> <li>Involved in conducting of Membership Interviews</li> <li>Involved in the practical oversight and running of BBCC's serving team structure</li> <li>Lead a Connect Group</li> <li>Pastoral care to those in personal crisis through visitation, counseling, &amp; prayer, while responding promptly to emergencies and making professional referrals as needed</li> <li>Spend the necessary time in study and prayer to prepare for weekly responsibilities</li> <li>Engage, as able, with Pastor peer group opportunities in the region</li> <li>One-to-one discipleship as appropriate</li> <li>Promote and comply with Safe Church policies and procedures</li> </ul>						
Skills & Experience Qualifications	Bachelor of Theology or similar equivalent Tertiary Theological qualification						
	Essential						
Experience	<ul> <li>Minimum of 5 years of relevant experience in full time ministry</li> <li>Demonstrated commitment to Bible-centred faith and ability to preach and teach the Word of God</li> <li>Experience in         <ul> <li>building relationships, evangelizing and discipleship</li> <li>recruiting and supporting leaders and teams</li> </ul> </li> </ul>						
Skills	<ul> <li>Strong leadership and team guidance with the ability to work independently and collaboratively</li> <li>Facilitation, conflict management, negotiation, and problem-solving skills</li> </ul>						

	<ul> <li>Supportive care for team members and leaders, with flexibility in work hours and the ability to handle unexpected challenges gracefully</li> <li>Empowerment of church members to utilize their gifts for ministry and nurturing leadership potential</li> <li>Excellent interpersonal skills and the ability to build and maintain positive relationships with diverse teams</li> <li>Clear and engaging verbal and written communication, including biblical teachings</li> <li>Understanding and adherence to Safe Church procedures while engaging with individuals according to biblical principles</li> <li>Strong organizational and time management skills with attention to detail in administrative tasks</li> <li>Proficiency in communication and organizational technology, along with familiarity with ministry-relevant software and tools</li> <li>Adaptability to new technologies as needed</li> </ul>
Personal Qualities	<ul> <li>A disciple of Jesus Christ who</li> <li>Has a character reflective of the qualities described in passages such as 1 Timothy 3:1-7 and Titus 1:5-9</li> <li>Is committed to ongoing growth as a disciple of Jesus</li> <li>Lives out the biblical qualifications of an elder in family, church and community settings</li> <li>Models servant leadership with the ability to work collaboratively with diverse volunteers and other staff members</li> <li>Is committed to BBC's Mission and Vision</li> <li>Able to maintain appropriate confidentiality</li> <li>Shows compassion and empathy for the needs of individuals within the church community</li> </ul>
Related Documents	This position description is a primary document outlining the requirements, nature, function and relationships of the nominated position. It is to be read in conjunction with the following documents (as appropriate):  • The individual's Statement of Understanding • The church's policies and procedures • BBCC's Mission and Vision

Revision #	Drafted Date / Name		Details of changes		wed by e / Date		oved by e / Date
2.0	Dec '24	Board	Document reworked after previous candidate declined position	Board	11/12/24	Board	11/12/24