

**Dover Baptist Church**  
**Job Description: Assistant Pastor**  
**Approved: 03/25/2008**

**I. POSITION TITLE:** Assistant Pastor (Full-time)

**II. POSITION PURPOSE:** In support of the vision and mission of Dover Baptist Church, as defined by the Senior Pastor and Elders, the Assistant Pastor will be a man who will work with the Senior Pastor in the daily administration of the church's ministries.

**III. RESPONSIBILITIES:**

- **PASTORAL: 20-25%**
  - Share preaching responsibilities at scheduled services with the Senior Pastor
  - Responsible for coordinating the various components of worship services
  - Serve or assist in serving communion as required
  - Perform weddings, funerals, and baptisms as necessary
  - In cooperation with the Senior Pastor, assist with counseling as assigned
  - Coordinate, with the Senior Pastor and Elders, the visitation ministry at Dover Baptist Church
- **TEACHING: 15-20%**
  - Coordinate teaching ministries, including curriculum development, by working with the Christian Education Board
  - Periodically teach youth and/or adult classes
  - Recruit and equip adult and teen leaders to serve in ministry programs
- **DISCIPLESHIP: 15-20%**
  - Foster a culture of discipleship and spiritual growth
  - Develop discipleship strategies and growth opportunities
  - Promote involvement in the church's evangelistic programs

- **FAMILY MINISTRIES: 20-25%**
  - In cooperation with the Senior Pastor and parents, counsel youth in their education, employment and life ministry decisions
  - Work with youth leaders to foster a continuing youth ministry program
  - In cooperation with the Senior Pastor and the Elders, develop college/career and family ministry programs
  
- **OTHER DUTIES AND RESPONSIBILITIES: 5-10%**
  - Will be a member of the Elder Board
  - Coordinate periodic needs assessment and review objectives of church ministries
  - Assist in special projects as directed
  - Perform administrative and other duties as assigned

#### **IV: REPORTING AND ORGANIZATIONAL REALTIONSHPIS**

- Accountable to Elders
- Accountable to Senior Pastor in terms of daily administration and responsibilities
- Serves as ex-officio member on appropriate standing committee(s) as designated by the cabinet
- Provide a quarterly overview of upcoming activities that he is involved with to the Senior Pastor and Elders. This will include short-term goals in conjunction with long-term objectives
- There will be a written annual performance review or more often, if deemed necessary by the Senior Pastor and Elders
- Work schedule (including office hours) will be coordinated with and approved by the Senior Pastor
- Meet regularly with the Senior Pastor, church staff, and other church leaders for review and assessment of programs, upcoming events, and activities

## **V. QUALIFICATIONS AND REQUIREMENTS**

- **SPIRITUAL AND SCRIPTURAL**

- He must be a born again Christian who is committed to Jesus Christ and His church.
- He must have spiritual qualifications as found in I Timothy 3 and Titus I.
- He must agree with the Dover Baptist Church Statement of Faith and comply with the constitution and bylaws

- **EDUCATION AND TRAINING**

- A Masters Degree in biblical/theological study is desirable. Where a Masters Degree has not been obtained he should be actively involved in an approved program of biblical/theological study with the goal of obtaining a Masters Degree or its equivalent. The Senior Pastor and the Elders will review progress in pursuit of this plan at least annually. His weekly work schedule will normally be flexible enough to allow time for him to complete his course work.
- He should be an ordained minister or should have a plan to pursue ordination which will be reviewed at least annually by the Senior Pastor and Elders
- Provide evidence of having received training in Christian counseling and demonstrate the ability to apply those skills

- **SKILLS AND ABILITIES**

- Ability to read, write, speak and understand English in such a way as to clearly relay information to others
- Ability to effectively present information and respond to questions
- Basic end user level computer skills

- **EXPERIENCE**

- A minimum of 3 years experience leading groups, teaching, planning, organizing and administrating programs

- **TEMPERAMENT**

- Cooperative, organized, a team player, takes initiative and have demonstrated these in experience

**VI: WORKING ENVIRONMENT/PHYSICAL SITUATION**

- The physical demands described here are representative of those that should be met by a person to successfully perform the responsibilities of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the listed responsibilities:
  - While performing his responsibilities, he is regularly required to talk and hear, sit or stand and move about.
  - He is occasionally asked to assist in lowering a person into a pool of water and assist them in standing back up.
  - He must occasionally reach with his hands and arms, stoop or kneel, and lift or move up to 25 pounds

**Note:** All percentages contained in this job description are approximations.