

Associate Pastor

Forbush Friends Meeting, a part of the Friends churches of Yadkin Valley Quarterly Meeting and North Carolina Yearly Meeting, in East Bend, North Carolina.

I. Primary Function

Should practice God's principles for spiritual growth, loving relationships, and promote the work of God's Kingdom by building and supervising the Children's Ministry, Youth Ministry and the Family Ministry of Forbush Friends Meeting.

II. Requirements

- Must have a personal relationship with Jesus Christ, having accepted Him as Savior and Lord.
- Must accept the inspiration and authority of the Bible.
- Should have a bachelor's degree or be working toward completion.
- Should seek to enter and complete the Recording process if not already a Recorded Minister
- Should have previous training and/or experience as a Pastor in a church setting working with Youth and Families or other youth ministry experience, and also a passion for building strong, Christian homes.
- Must be familiar with and committed to the Church Mission Statement of Forbush Friends Meeting.
- Must have a desire for personal growth and development in their calling to Youth and Family Ministries.
- Must be willing to be a "team player" with ministry staff and leadership of the meeting.
- Must maintain regular time for reading God's word and for prayerful and obedient responses to God's leading.
- Their honesty, integrity, and ethics must be above reproach.
- Submit to background check.

III. Duties and Responsibilities

A. Associate Pastor

- Be responsible for a ministry of Junior and Senior High age group (s), providing a qualitative learning experience.
- Have a balanced program in areas of education, service, fund-raising, recreation, worship and involvement in the meeting as a whole.
- Include other creative learning experiences such as retreats as part of the ministry programming.
- Continually evaluate the needs, interests, desires, strengths, and weaknesses of the youth ministry so they can organize effectively. Prepare action plan to meet these new opportunities.
- Frequently communicate to the Elders their plans, objectives, and goals along with successes and challenges of their ministry.
- Compile, maintain, and report a list of church youth and prospective youth.

- Keep detailed records of attendance and finances and make these records available to the youth advisors on a regular basis. This record can be used for evaluating and planning.
- Assist with planned visitation among families of youth of the Meeting as time permits.
- Make your office hours known to the young people and the Meeting as a whole.
- Be sensitive to the spiritual needs and help lead to Jesus Christ those who do not know Him.
- Report monthly attendance, planned activities, fund-raiser results, etc. to Monthly Meeting and Ministry and Counsel.
- Develop and oversee other activities involving the youth such as music, drama team, etc. based on the gifts of the youth.
- Assist with duties or responsibilities necessary to accomplish the goals or mission of Forbush Friends Meeting.
- Promote and support Quarterly Meeting and Yearly Meeting youth activities.
- Evaluate the total Family Ministry Program to determine areas of need and develop and help implement plans to enhance programs.
- Work with other committees that relate to Family Ministry such as Christian Education, Youth Advisory, Ministry and Counsel, etc.
- Assess individual spiritual gifts and mentor people to the right position.
- Assess and evaluate the educational needs of families within the Meeting with Christian Education Committee.
- Keep accurate records to evaluate current resources needed and future resource requirements.
- Keep accurate records on potential members and their families to assist the senior pastor with outreach and visitation of children and their families.
- Coordinate WOW Kids with volunteers, and other ministry leadership connected to this group.
- Work with Christian Education, Youth Advisory, and Finance to develop a budget for ministry programming needs.
- Work with Christian Education and Youth Advisory Committees to be responsible to for a Christmas program and VBS every year that features children/youth. (This should be coordinated with Children's leader, etc. depending on the type of program).
- Communicate upcoming events to children, youth, parents, and youth advisors well in advance.
- Be responsible for children's programming during revival services.

B. Within the Total Meeting

- Serve as a resource for committees (i.e. Nominating Committee and Christian Education Committee)
- Involve as many volunteers as possible in the life and ministries of the church
- Collaborate with other staff ministry leaders in the use of buildings and facilities.
- Assist as needed in conversion experiences, altar counseling and personal evangelism.
- Should be an active member of a Sunday School Class.

C. As Staff

- Responsible to the elders and Senior Pastor for the Youth and Family Ministry. The Associate Pastor should meet with the Senior Pastor weekly.
- Participate and lead the following when requested:
 - A) Sunday Service: Prepare and deliver a weekly message which teaches, inspires, and enlightens while relating to real life situations and should encourage the congregation's ongoing prayer life.
 - B) Bible Study: help Friends grow in their ministry and in a life serving Christ.
 - C) Visitation: be responsible, along with Ministry and Counsel, to ensure that an effective visitation program supports the mission statement.
 - D) Dedications/Weddings/Funerals: be available to officiate at dedications, weddings and funerals.
 - E) Counseling: insure the availability of effective counseling of family needs.
- Attend and share responsibility in Yadkin Quarter and North Carolina Yearly Meeting Ministries.
- Teach and follow the values of the Faith and Practice of North Carolina Yearly Meeting.

IV. Personal

- Participate in job related conferences and worships as time and opportunities allow.
- Devote 40 hours a week to this position.
- Allow 2 weeks of paid vacation a year with designated time off during the week.

V. Reports to Ministry and Counsel

- Have a direct supervision of no other staff members
- Basic focus of time and energy:
 - A) Youth Ministries 40%
 - B) Family and Children's Ministries 30%
 - C) Young Adults 30%
- Work closely with other pastoral staff.

VI. Salary/Benefits

- Salary
- Travel Reimbursement
- Professional development
- Supplement to health insurance
- Social Security/Medicare taxes

Housing

All housing and utilities will be the responsibility of the Associate Pastor. The Associate Pastor will preferably live within 15 miles of the Meeting House.