

POSITION DESCRIPTION

ASSOCIATE PASTOR (CHILDREN & FAMILIES)

ROLE TITLE	Associate Pastor (Children & Families)
KEY AREAS OF ACCOUNTABILITY	Children's & Families' Ministries
ACCOUNTABLE TO	<p>The Pastor is accountable to God through prayer and leading by the Holy Spirit, looking to Jesus as the head of the Church.</p> <p>The Pastor reports directly to and is accountable to the Senior Pastor for day-to-day oversight of their ministry; and through them to the membership of Sunnybank District Baptist Church.</p>
LOAD	Full time (including Sundays)
DATE EFFECTIVE	TBC
GOVERNANCE CONTEXT	<p>This document should be read in conjunction with</p> <ul style="list-style-type: none"> the Constitution of the Sunnybank District Baptist Church, current Governance Policy documents, the Queensland Baptist Code of Ethics and Ministry Practice and the Queensland Baptist Registration and Ordination Guidelines.

POSITION OVERVIEW

The Associate Pastor serves with the Senior Pastor (along with any other pastors) in providing leadership, pastoral care, and teaching to the wider church with a particular focus on Children & Families as areas of specific accountability.

Our desire is that our children grow in their love for the Lord and one another, grow in their knowledge of God and his Word, are equipped to serve the Lord, and are seeking to reach out and connect with young people for Christ.

PRIMARY RELATIONSHIPS

INTERNAL RELATIONSHIPS:	<ul style="list-style-type: none"> Senior Pastor (Direct report) Church Staff (e.g. pastoral staff, administrator) Church Members Ministry Leaders & Team Members Children (under 18) and their parents
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EXTERNAL RELATIONSHIPS:	<ul style="list-style-type: none"> • Other Queensland Baptist Leaders, Pastors, Regional Ministers & Area Pastors • Queensland Baptist Ministry Groups (such as QB Kids) • Other church leaders • Children's Leaders and Children's Workers from other churches and organisations • Local Schools and their chaplains or support workers • Local community agencies • Community leaders • Mission agencies
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KEY ROLE REQUIREMENTS	
KEY COMPETENCIES	<ul style="list-style-type: none"> • Vital and growing relationship with Jesus • Able to live and minister within the theological and ministry practices and convictions of the Sunnybank District Baptist Church and more broadly those of QB • Exemplary Christlike character and spiritual maturity • Able to work with other leaders to effectively create and implement ministry vision and strategies • Able to manage assigned budgets and physical assets • Able to provide care and support to the congregation and local community • Able to unify, challenge and encourage key leaders • Ability to build teams of volunteers and oversee volunteer teams • A team player • Ability to clearly delegate tasks • Able to teach and preach so that the church community can apply God's Word to everyday life • Secure in a strong call by God to the church and the ministry position • A well-developed sense of self and self-awareness and the ability to read and respond to others appropriately • Fulfill the spiritual qualifications for leadership within the church, as set out in 1 Timothy 3:1-13 and Titus 1:6-9; and 1 Peter 5:1-4 • A person who walks with and whose life reflects the fruits of the Spirit as described in Galatians 5:19-24
EXPERIENCE AND QUALIFICATIONS	<ul style="list-style-type: none"> • Must be a mature and growing believer with exemplary Christian character • Committed to the mission, vision, values, doctrine, and direction of Sunnybank District Baptist Church • Able to meet requirements to become a member of Sunnybank District Baptist Church • Qualified to at least an undergraduate level Ministry and/or Theological qualifications (or equivalent) • Some leadership experience • Some community engagement experience • Some previous experience in building and leading teams • Able to manage and care for people effectively • Registered (or able to be registered) as a Minister with Queensland Baptists • Ability to obtain a Child Protection Suitability Card from Commission for Children & Young People • If married, their spouse must be supportive of their call and ministry

MINISTRIES	<p>The day-to-day areas of responsibility are (but not limited to)</p> <ul style="list-style-type: none"> • Kids' Church (including Kindy Kids) • Youth Group • Brigades • Playgroup • Mums' Meet Up • Kids' Club • Family Camp
KNOWLEDGE AND SKILLS	<ul style="list-style-type: none"> • A good understanding of mission and discipleship frameworks and strategies • A sound understanding of team ministry dynamics • A sound understanding of organisational leadership • Have or able to acquire a good knowledge and understanding of contemporary Christian community development • A sound understanding of leadership development; empowering and equipping volunteers • Ability to build team and work in a team environment • Willingness to theologically / biblically engage with key care issues, such as emotional, mental and physical health, grief and loss, life stages and transitions • Sound communication (written and oral) and interpersonal skills • Gifted in ministering to children • Sound understanding of effective practice in ministry to children • An understanding of how to partner with parents of children

KEY RESPONSIBILITIES	
KEY RESPONSIBILITY	KEY FUNCTIONS
1. Assisting Senior Pastor	<p>While the responsibilities and accountabilities listed below are focused to accountable ministry areas for associate pastors, there will be times when they will be broadened to consider the needs of the whole congregation and other ministry areas.</p> <ul style="list-style-type: none"> • Working with the Senior Pastor to provide leadership, pastoral care, and teaching to the wider church, especially at whole of church events such as Sunday services • Working with the Senior Pastor to provide spiritual oversight of the church • Working with the Senior Pastor to develop, model and implement the vision, mission, values and plans for the Sunnybank District Baptist Church • Operate with a team ministry approach rather than a siloed ministry approach • Be willing to seek help whenever it is required • Encourage and support their Senior Pastor. Be their advocate before members of the congregation. Resolve conflicts quickly. Be accountable and report to them about work performed. Seek assistance from them when an obstacle is encountered.
2. Vision and church culture	<ul style="list-style-type: none"> • Through personal and corporate prayer work with the Senior Pastor to ensure Sunnybank District Baptist Church is following the lead of the Holy Spirit

	<ul style="list-style-type: none"> • Collaborate with the Senior Pastor, church leadership team (and the wider church) in the development of the vision, mission and core values for Sunnybank District Baptist Church • Act as key communicator and champion of the church's mission, vision, and values, creating an atmosphere of unity and common purpose especially within accountable ministries • Model and promote the desired church culture for Sunnybank District Baptist Church
3. Strategic Leadership	<ul style="list-style-type: none"> • Collaborate with the Senior Pastor in the development of a strategic plan to see the church vision achieved • Oversee the development and implementation of ministry strategies to achieve the goals of the strategic plan in accountable areas • Collaborate with the Senior Pastor to generate and implement appropriate policies • Oversee the development and growth of accountable ministry areas • Oversee and align the physical, financial and human resources within accountable areas • Develop and oversee budgets in accountable areas • Maintain an awareness of current trends and best practices within accountable ministry areas • Adopt a consultative style of leadership • Provide monthly and annual reports to the Senior Pastor and church members
4. Preaching and teaching	<ul style="list-style-type: none"> • Willingly communicate God's Word through preaching at worship services when asked to do so • Oversee and ensure teaching ministries within accountable ministry areas are sound doctrinally and aligned strategically
5. Provide leadership to the ministry teams	<ul style="list-style-type: none"> • Communicate vision, policies and practices to the ministry teams in accountable areas, and to staff, leaders and general church community • Oversee and lead the ministry team ensuring their ministries are running effectively and are aligned to the vision of the church • Pastorally care for those on the ministry team • Create structures to ensure that all in the ministry team are pastorally cared for, encouraged and equipped to carry out their role in line with the mission and vision of the church • Oversee the annual performance review and development process of ministry leaders
6. Equip and mobilise ministry leaders	<ul style="list-style-type: none"> • Equip and mobilise existing and potential leaders in accountable ministry areas, through the identification and development of spiritual gifts and discipleship • Recognising, recruiting, training and resourcing leaders within accountable ministry areas and assisting with development of leaders in other areas of the church

	<ul style="list-style-type: none"> • Oversee the content and design of all teaching and training courses run within accountable ministries to ensure theology, philosophy and methodology is acceptable • Assist Senior Pastor to develop and implement a leadership pipeline for raising up of future leaders
7. Relationship Development and Local Influence	<ul style="list-style-type: none"> • Build networks beyond the immediate church with other pastors, churches, organisations, local, state and federal governments, and with mission organisations that share a similar vision and ministry • Represent Sunnybank District Baptist Church in pastoral and ministry networks • Participate in Queensland Baptists convention and assemblies • Ability to establish and maintain broad relational connections across a broad range of people 'types' especially within the demographic groups represented in the accountable ministry areas
8. Provide Leadership and Direction for Children's Ministries (e.g. Kids' Club, Kids' Church, Holiday programs, etc)	<ul style="list-style-type: none"> • Develop, promote and implement an effective children's and families' ministry strategy for mission and discipleship • Function as Team Leader for children's and families' ministries • Oversee the development, training, and nurture of children's leaders • Develop or source engaging curriculum for use as required • Ensure the children's program includes the following: <ul style="list-style-type: none"> ○ The Gospel is clearly communicated regularly, and in an age-appropriate way ○ Discipleship strategies and material that is Biblical, relevant, and age-appropriate ○ An outward focus aiming to reach young people in our community ○ A culture of love, acceptance and care among the attendees ○ Safe Spaces compliant ○ Fun, positive program for kids that is well planned, well resourced, and well run • Ensure the team provides pastoral care and nurture for children and their families including noting of absentees and their follow up. • Seek ways to break down generational divides within our church family • Provide support and connection to parents in our church and community by providing seminars, workshops and resources on appropriate family and children's issues
9. Provide Leadership and Direction for Children's Services	<ul style="list-style-type: none"> • In conjunction with the Pastoral team, oversee the planning and running of special children's services
10. Participate in children's networks and collaborations	<ul style="list-style-type: none"> • Network with other children's leaders and children's pastors for support and development • Have a presence in wider children's events such as Scripture Union camps and chaplaincy

11. Safe Spaces Coordinator	<ul style="list-style-type: none"> • Function as Safe Spaces Coordinator at our church • Ensure effective implementation of Safe Spaces at our church
12. General pastoral duties	<ul style="list-style-type: none"> • Provide first response pastoral care and counselling within accountable ministry areas and generally within the wider church • Assist in maintaining strategies to reach, welcome and integrate newcomers into the church family • Handle conflicts in a healthy manner in accordance with church policies • Assist with events as required (this includes funerals, dedications, weddings, baptisms, commissioning for special work, and welcoming new members)
13. Church Governance	<ul style="list-style-type: none"> • Willingly work within the governance structure of Sunnybank District Baptist Church • Participate in Pastoral/Staff meetings • Perform other tasks as directed by the Senior Pastor • Collaborate with Senior Pastor in the development and implementation of church policies. • Comply with the <ul style="list-style-type: none"> ○ Churches' Management Policies (including Safe Spaces) ○ Workplace Health and Safety Policies ○ QB Code of Ethics and Ministry Practice for QB Ministers ○ other church policies that may relate to such matters as discrimination, bullying, privacy, etc
14. Personal and Professional Development	<p>The Associate Pastor is expected to devote some of their working time to personal spiritual development and professional development through:</p> <ul style="list-style-type: none"> • Prayer and personal devotions • Implement the QB PMDP (Personal Ministry Development Plan) • Some form of ongoing study • Occasional Sunday visits to other churches • Seek and engage mentors and intentionally mentor others.

REVIEW AND RESULT AREAS

The Associate Pastor's performance will be annually reviewed against agreed annual operation plans that are consistent with the strategic plan and this position description.

A more extensive review may be undertaken by the leadership team when approaching the end of a term when considering a recall.

CONDITIONS

Remuneration and other details are outlined in the Pastor's (Spiritual Appointment Agreement/Employment Contract).

ACKNOWLEDGEMENT AND AGREEMENT

I acknowledge that I have read and understood the key result areas described in this Position Description and agree to carry out my duties to meet these outcomes to the best of my ability. I also understand that at times I may be required to undertake other duties relevant to the position that are not listed in this statement. I have received a copy of this Position Description.

Church Leadership

Name: _____

Signature: _____

Date: _____

Pastor (Employee)

Name: _____

Signature: _____

Date: _____