**Job Description for Assistant Pastor of**

**First Baptist Church of Mifflintown, PA**

**Purpose for position:**

The Assistant Pastor will fully oversee the youth ministry including the developing and implementation of all programming. The Assistant Pastor will also assist the Senior Pastor in many areas of Pastoral ministry and leadership. The Assistant Pastor will seek for spiritual fruit as the main goal within the youth ministry, including commitments for Jesus Christ, recommitments, spiritual growth and maturity, and seeking to incorporate them into areas of ministry, outreach, fellowship, discipleship, and worship. In congregational responsibilities, the Assistant Pastor will assist in many ways in caring for and overseeing the flock at First Baptist Church.

**Youth Ministry Responsibilities:**

1. *Sunday Night Youth:*  Meets twice a month (usually Sunday evening), setting up and cleaning up the room, planning and running games (when applicable), getting supplies for youth night, review the youth curriculum, and teach the lesson.
2. *Youth Leader Meetings* (monthly or quarterly): Draft agenda, discuss and organize all sending of cards and phone calls to youth individuals, planning for all youth socials and teaching opportunities, and discussing any other items of concern. On occasion this also includes youth leader training.
3. *Student fellowship:* Attending select games or other events involving youth, spending other time with them outside of normal youth times, and on occasion driving youth with need to and from the church.
4. *Youth events:* Planning and promoting, making necessary phone calls, planning the budget for event, collecting money, gathering materials, creating and gathering permission slips, finding drivers and/or transportation, running the event.
5. *Research and grow:* When time allows, going for training, or reading materials to grow in leadership.
6. *Special Youth Services:* Recruiting for positions for Sunday morning and/or evening youth services. And for the Easter Sunrise service, writing the script, and all details involved with practices before Easter Sunday including finding props, selecting music, organize lighting, etc.
7. *Thursday Night Group:* Planning and preparing lessons for both Senior and Junior Youth Group, selecting ice breakers, communicating announcements to other leaders, etc. Leading the Teen Youth Group.
8. *Communication and Promotion:* Making sure that announcements are given to church secretary, the youth bulletin board is occasionally updated, announcements from the pulpit, newspaper articles, radio promos, etc.
9. *Further development:* Behind the scenes more preparation is being done to move forward in the youth ministry structure. The work towards the future Youth Ministry goals.
10. Counseling with individual youth with issues of sin, discipleship, the process of baptism, etc.

**Congregational Ministry Responsibilities:**

1. Awana: Being totally involved each week with Awana & teaching in Awana. Participation in the Awana closing program.
2. Teaching an Adult or Teen Sunday School class.
3. Sunday Morning Worship Assistance: This has included being worship leader, song leader, assisting in the distribution of communion elements, special music, filling in for other Sunday School teachers, preaching in the Pastor’s absence, attending weekly both the 8am & 10:30am worship services, and greeting at the doors following the 10:30 service.
4. Visitation: Visiting also non-youth age members/attendees as delegated by the Senior Pastor, including the shut-ins, new attendees, and hospital visits.
5. Community events: including teaching at Christian schools, devotions at men’s breakfasts, see you at the pole, counseling at schools during tragedies.
6. Meetings: Staff meeting with Senior Pastor (weekly), C. E. meetings (monthly), Deacons meeting (monthly), business meetings, and all preparation involved for the above said meetings.
7. Study & pray: Always to grow in areas of Pastoral ministry.
8. Office detail: Phone calls, notes, letters, cards, clean up (items constantly brought back and forth for youth group or other ministries), planning weekly calendar, filing papers, doing some typing (other than bulletin announcements or other rare projects), mail from church and member mailboxes, emails, bulletin corrections, finances including—copying receipts and writing up reimbursement requests, updating financial spreadsheet, updating offerings for our world vision child.
9. Special occasions: Assisting/preparing for/or participating in weddings, funerals, hymnsings, Hanging of the Greens, Christmas caroling, etc.
10. Other outreach events: Assisting in other outreach events throughout the year (i.e. movie nights, summer fest, outdoors banquet, etc.)
11. Point person for music committee for all issues of song reporting etc. with C. C. L. I.
12. Music: Selecting worship songs for youth group.
13. Fellowship time with other Pastors: Including AEP, M.M.A. group, Friendship bookstore’s annual breakfast, etc.
14. Dealing with transients or other special needs as they arrive.
15. Miscellaneous: This position is too diverse to cover in one document. Many other areas of ministry have been done on occasion including assisting with VBS, participating in music nights, filling in to teach at Cottage groups, doing grad banquets, baptizing teens, doing door to door ministries, attending other miscellaneous church activities, etc.
16. Will report to the Senior Pastor and Deacons in all areas of youth and congregational ministry. Will communicate to the C. E. committee in all areas of youth ministry.
17. Taking time for prayer, devotions, further areas of study including (if applicable) grad work.