



Warrnambool & District Baptist Church

Role Description: Associate Pastor

Warrnambool & District Baptist Church is seeking an Associate Pastor to serve on its ministry team. The role has considerable flexibility, and is designed to allow a candidate to pursue their own gifts and passions and calling. For example, for a candidate passionate about youth ministry, the role could be weighted in that direction. For a candidate gifted in children's ministry, the role could accommodate that. For a candidate who would like experience across a range of ministry roles, the role can provide that breadth of experience for them.

Key Details:

- 2-3 day per week position
- Remuneration at the standard BUV rate (with standard adjustment for ordained / not-ordained and quantity of theological training), including standard leave arrangements
- Flexible days and hours during the week (Sundays required)
- Reports directly to the Lead Pastor
- Accountable to Elders and WDBC congregation

Key areas of responsibility

While there is significant flexibility in the role, the following are some of the basic requirements of the position:

Preaching and teaching and prayer

- Preaching on Sundays, from as often as once a month, but no less than once a term, depending on the pastor's gifts and passions in this area
- Service leading and serving on the prayer roster on Sundays
- Attending and leading (on rotation) church prayer gatherings
- Teaching in other formats, such as leading small group bible studies, preparing bible study materials, teaching children and youth, based on the pastor's gifts and passions

Pastoral Care and mentoring

- Engaging in pastoral care for members of the congregation, through visitation, meetings at the church and phone calls as is most helpful
- Mentoring and training volunteers and leaders for the roles of ministry

Welcoming and small groups

- Leading or being an active participant in a church small group
- Being a welcoming member of the staff team and encouraging and greeting regulars and newcomers to the church

Administrative

- Regular meetings with the Lead Pastor as part of day-to-day ministry
- Reporting to the Elders (verbally or in writing) prior to their monthly Elders meeting
- Reporting to the church congregation (verbally or in writing) prior to their quarterly church members meeting

Other possible areas of responsibility

Depending on the pastor's gifts and passions, the following could also be part of the role:

- Preparing and conducting weddings, funerals, baptisms and child dedications
- Leading or assisting with youth ministry, including evening services
- Leading or assisting with family ministry, including running special events, organising the Kids Church team and creche team, running playgroup
- Communicating with parents, youth and young adults as required
- Liaising with local para-church groups and Christian organisations to maximise partnership and cooperative endeavours (e.g. Christian Union, Easter Arts Festival, Christmas on the Green, Scripture Union etc.)
- Serving in the music team, including training and mentoring other musicians
- Personal Evangelism and organising evangelistic outreach and training others in evangelism
- Organising and hosting social events and/or newcomers' events
- Leading and serving in various WDBC ministries

Other Essential personal priorities and principles

- Praying intentionally and regularly for the church community and fellow leaders
- Setting a good example of faith and conduct to the wider church
- Communicating early and openly with the appropriate people regarding issues or potential problems
- Respecting confidentiality of Team meetings and leader to leader communication. Generally speaking, the Ministry Team environment is one of confidentiality concerning discussions that are held there.
- Responding as possible, in a timely way to communication regarding WDBC issues
- Keeping track of their own hours and time spent in ministry to ensure they are not significantly over-working or under-working. Specific days and hours are flexible, and some weeks may require more hours than usual, in which case other weeks can involve less hours. It is the pastor's own responsibility to monitor their time

Expressions of interest in this position should be sent to Lead Pastor Paul Pallot at paul@warrnamboolbaptist.com.au.

