

**First Baptist Church  
Job Description**

**Job Title:** Associate Pastor of Education, Children, and Youth  
**Reports To:** Senior Pastor  
**FLSA Status:** Exempt (Fulltime)  
**Date:** October 2011

**SUMMARY:**

The Associate Pastor of Education, Children, and Youth will lead, develop, promote and grow ministries in Church wide Christian Education and children and youth ministries. This position shall work closely with the Senior Pastor in planning with the ultimate goal of bringing glory to God.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Develop, organize, administer, and supervise the church's education ministry including the entire Sunday school. Integrate and coordinate programs with other church activities.
- Plan, coordinate, and implement ministry, discipleship, evangelism, and programs for children, youth, and their families.
- Plan, promote, and implement spiritual training and denominational programs for children, youth, and families. (eg., camps, retreats, mission trips, etc.)
- Advise church leaders and nominating committee on enlisting teachers, workers, and chaperones for these groups to enhance congregational involvement.
- Supervise staff, Ministry Assistants, and lay leaders involved with each group. Stay current on ministry materials and provide training for leaders.
- Provide leadership development opportunities for group leaders in programs offered by denominational organizations such as NC Baptist Convention, Three Forks Association, NC Cooperative Baptist Fellowship, etc.
- Participate as needed in staff meetings, group councils and committees.
- Establish personal ministry goals and participate in scheduled reviews.
- Assist with pastoral ministries assigned by the Senior Pastor - eg., Worship services, special programs, counseling, visitation for hospitalized, institutionalized, and bereaved church members, wedding, funerals, etc.
- Supervise and work closely with the Director of the First Learning Center to assist in the planning and the use of the facilities. Work to incorporate the center in to the overall programming of the church.