

# **Oakland Baptist Church**

## **Job Description**

### **Associate Pastor**

*The Associate Pastor shall have in his care the educational endeavors of the congregation. His major focus shall be on Sunday morning Bible Study Classes and Weekly Small Groups.*

- I. The Associate Pastor is under the supervision of the Lead Pastor and the Personnel Committee of Oakland Baptist Church.
- II. The Associate Pastor shall:
  - A. Direct communication and spend time with our Sunday School Superintendent and all of our Sunday morning Bible study teachers.
  - B. Be responsible for the curriculum and implementation of teaching in each Sunday Morning Bible Study (Children, Youth and Adults).
  - C. Be responsible for all Discipleship training to include the materials and the preparation of (leaders) teachers.
  - D. Provide teacher training, reinforcement and encouragement of all teachers.
  - E. Organize and lead Wednesday night services as directed by the Lead Pastor.
  - F. Attend daily meetings with the Lead Pastor.
  - G. Attend monthly meetings with the Deacon Body.
  - H. Be consistent in all Worship services to include ministry opportunities both on and off campus.
  - I. Participate in a semi-annual evaluation by the Personnel Committee.
  - J. Be responsible for the execution of the administration of our church. Examples are being a standing member of the Nomination's Committee (without voting rights) and standing member of the Trustees section.
  - K. Provide leadership and attendance for mission trips as required by the Lead Pastor.
  - L. Support the letter and spirit of our church constitution, as well as supporting the mission and vision of our church.
  - M. Provide the Lead Pastor and Personnel Committee with one (1) months notice in the event it becomes necessary to resign the Associate Pastor's position.

N. Perform other duties as requested by the Lead Pastor.

i. Supply pulpit for worship in the absence of Lead Pastor.

ii. Administer the ordinance in the absence of Lead Pastor.

IV. The Associate Pastor may:

A. Participate in one “revival week” after one year of service.

V. Vacation Time:

A. After one year of employment, the Associate Pastor is entitled to one week of paid vacation (one Sunday, one Wednesday).

B. After two years of employment, the Associate Pastor is entitled to two weeks of paid vacation (two Sundays, two Wednesdays).

C. After five years of employment, the Associate Pastor is entitled to three weeks of paid vacation (three Sundays, three Wednesdays).

Revision History:

Reviewed—OBC Personnel Committee August 10, 2014