**POSITION DESCRIPTION**

**Associate Pastor/Equipping Ministry**

**Summit Baptist Church**

**Prepared/Revised:** December 1, 2021

**Position Title:** Associate Pastor/Equipping Ministry

**Supervisor:** Senior Pastor

**Classification:** Exempt (Salary)

**Position Overview:** As a servant leader, the Associate Pastor of Equipping is

Primarily responsible for developing and implementing a

comprehensive discipleship program for adults that

compliments the vision and mission of the church.

The Associate Pastor will interface with the ministerial staff

and lay leadership in fulfilling this vision.

**Scheduled Hours:** The standard office hours are 8:30 a.m. – 5:00 p.m. Monday

through Friday (Wednesday until 4:00 p.m.). Sunday is a workday. As an exempt position, the Associate Pastor of Equipping must expect there will be times when additional hours are required to meet the needs of the ministry.

**Primary Responsibilities: The Equipping Pastor is responsible for:**

1. Managing the discipleship ministry of the church including Connections (small group discipleship), Journey Groups, weekly Senior Adult Bible Study (SAG), Practical Ministry Seminars, and related workshops.
2. Supervising the equipping ministry staff: The Student Minister, Preschool/Children’s Director, the Summit Baptist Christian Academy Director (SBCA) and a ministry administrative assistant.
3. Overseeing the Men’s and Women’s ministries including recruiting lay leaders and providing ministry guidance.
4. Implementing a comprehensive Outreach/Assimilation Ministry.
5. Managing the equipping ministry operating budget.

**Secondary Responsibilities: The Equipping Pastor is responsible for:**

1. Managing Summit’s lay-leader ministries: Security/Greeter Ministry, Honduras Mission Partnership, and the Food Pantry Ministry.
2. Serving as the staff liaison to the Operation Stewards.
3. Fulfilling pastoral care service opportunities.
4. Any additional ministry as assigned by the senior pastor.

It is expected that all employees of Summit Baptist Church will uphold and defend the core doctrines, the vision and mission statements and the Constitution and Bylaws as well as adhere to the policies outlined in the Employee Human Resources Handbook. It is also expected that all employees will financially support the church by faithfully tithing (10%).

It is recommended that Summit’s ministerial staff is actively involved in serving through community related events and service opportunities.