

FBC CARLSBAD
ASSOCIATE PASTOR OF STUDENTS/SINGLES (Full-Time)
Job Description

PURPOSE

To lead and administer a comprehensive ministry to Students (6th – 12th grade) and Singles/Young Adults (18-25) that exalts the Lord Jesus Christ and is compatible with FBC's overall mission.

PERSONAL REQUIREMENTS

1. A spiritually mature Christian who seeks to follow Christ in fulfilling the Great Commission and living out the Great Commandment.
2. A person who has been called by God to the Gospel ministry and has been called and gifted to minister to students and young adults.
3. A person with a pleasant Christian personality who relates well to others as part of a team.
4. A person who demonstrates genuine love and commitment to his family.
5. A person who affirms a conservative, Biblical theology, and agreement with FBC Carlsbad's statement of faith, including the current Baptist Faith & Message of the SBC.
6. A person who maintains strict confidentiality and demonstrates unquestionable support for the total ministry of FBC Carlsbad.

WORK RELATIONSHIPS:

1. The Associate Pastor of Students/Singles will be under the direct supervision of the Senior Pastor. The Senior Pastor will provide leadership to the Associate Pastor of Students/Singles as he seeks to lead and administer the comprehensive student and singles ministry of FBC Carlsbad.
2. Assist in administering the adopted policies and procedures concerning using FBC Carlsbad facilities and equipment.
3. Working with other pastoral staff to supervise assigned personnel in the Senior Pastor's absence.
4. Establish and maintain cordial relationships with the Pecos Valley Baptist Association, the Baptist Convention of New Mexico, and the Southern Baptist Convention in matters of mutual interest and concern regarding music and worship ministry. Establish and maintain appropriate relationships with other evangelical churches and parachurch organizations to advance the church's mission.
5. The Associate Pastor of Students/Singles is an ex-officio member of all church committees.
6. The Associate Pastor of Students/Singles may resign at any time by giving the Senior Pastor or Personnel Committee Chairperson at least two weeks' notice.

RESPONSIBILITIES

1. Lead, organize, strengthen, grow, and administer a comprehensive ministry to Students (6th – 12th grade) and their families and, to Singles/Young Adults (18-25) that is compatible with FBC Carlsbad's overall mission.
2. A comprehensive Student Ministry will include, but not be limited to, the following:
 - Leading and facilitating Sunday morning Bible study for students.
 - Leading and facilitating Wednesday night Student ministry gatherings, including worship, discipleship, and fellowship activities.

- Leading and facilitating other Student ministry activities and events, including Sunday evening gatherings or special events.
 - Leading and facilitating enrichment and mission opportunities at the local, state, national, and international levels for Students, including camps, mission trips/projects, D-Now, conferences, etc.
 - Develop personal relationships with Students and their families and, encourage other adult volunteers to develop these relationships with Students.
 - Model and encourage Students and their families to develop deeper relationships and participation in the overall ministry of the church.
3. A comprehensive Singles/Young Adult ministry will include, but not be limited, to the following:
 - Leading, facilitating, or overseeing Bible study and fellowship opportunities for Singles/Young Adults, including Sunday mornings and such other times as needed.
 - Leading and facilitating Singles/Young Adults activities and events outside of Sunday morning Bible study.
 - Leading and facilitating enrichment and mission opportunities at the local, state, national, and international levels for Singles/Young Adults, including mission trips/projects, conferences, retreats, etc.
 - Develop personal relationships with Singles/Young Adults and, encourage other adult volunteers to develop these relationships with Singles/Young Adults.
 - Model and encourage Singles/Young Adults to develop deeper relationships and participation in the overall ministry of the church.
 4. As part of a team, coordinate, cooperate, and assist others (pastoral staff, ministerial staff, non-ministerial staff, volunteers, committees, church congregation) in areas related to the Student and Singles/Young Adult ministries and the overall mission of FBC Carlsbad. This includes coordination of Student and/or Singles/Young Adult events on the church calendar; coordination in ordering appropriate materials for the Student and Singles/Young Adult ministries; assisting and cooperating with other staff members in areas of mutual responsibility (i.e., Vacation Bible School, Revivals, Churchwide services or events, etc.); participation at weekly staff meetings; and attending periodic staff retreats and planning sessions.
 5. Enlist, train, and supervise volunteers and any paid staff (i.e., interns) to serve in the various programs within the church's Student and Singles/Young Adult ministries. This includes ensuring that all volunteers are properly screened before participating in the Student or Singles/Young Adult ministries, including volunteer applications, interviews, and criminal background checks for all volunteers.
 6. Administer the annual Student and Singles/Young Adult Budgets within the allocated amounts outlined in the church's yearly budget and from the designated funds donated to Student and/or Singles/Young Adult ministries. Develop a Student and Singles/Young Adult budget each year and submit these budget requests to the Finance Committee.
 7. Oversee and Lead FBC's Upward Basketball Ministry.
 - Assist paid staff and/or volunteers with FBC's Upward Basketball ministry each year.
 8. Assist the Senior Pastor in other ministerial duties as assigned, including filling the pulpit, teaching, visitation/outreach (hospital, prospects, new members, shut-ins, etc.).

WORK CONDITIONS

1. This position is classified as a full-time, salaried (exempt) position that includes vacation, sick-leave, health insurance reimbursement, and other benefits afforded to full-time, salaried (exempt) employees as set forth in the Employee Handbook and Benefits Summary.
2. A Social Security offset will be provided by the church as stipulated in the initial compensation package and as modified by the church budget in subsequent years.
3. This position reports to and is supervised by the Senior Pastor or his designee.
4. All applicants for employment must consent to a criminal background check and, where appropriate, a civil, driving, and financial background check.
5. Prior to employment, all employees will be required to submit proper documentation needed for employment, including proof of citizenship, federal and state withholding forms, etc.
6. Prior to employment, all employees will be given a copy of FBC Carlsbad's current Employee Handbook and Benefits Summary. Employees must acknowledge, understand, accept, and agree to comply with the information contained in FBC Carlsbad's current Employee Handbook and Benefits Summary as a condition of their continued employment.