



ASSOCIATE PASTOR JOB DESCRIPTION

Status: Exempt, Full-time (Salaried)

Reports to: Senior Pastor

Principal Function: The Associate Pastor will assist the Senior Pastor in providing ministerial leadership to the members of Lake Shore Baptist Church in the areas of spiritual formation, pastoral care, worship, and administration.

Responsibilities: The Associate Pastor and Senior Pastor will work collaboratively with specific responsibilities divided between them to best serve the needs of the congregation and staff.

- Assist the Senior Pastor as a preacher and leader in worship.
- Assist in weekly planning and preparation of congregational worship services.
- Participate in weekly staff meetings to coordinate the various ministries and activities of the church.
- Nurture the church as a faith community, rooted in a progressive approach to historic Baptist principles; help the congregation to grow spiritually and to develop relationships with God and with one another; build bridges of cooperation and reconciliation; and inspire the congregation to live the Gospel and to work for peace and social justice.
- Work with the Senior Pastor and deacon ministry groups to coordinate the pastoral care ministries of the church, with particular emphasis on crisis situations through visitations to hospitals, nursing homes, private homes, and other locations.
- Provide pastoral counselling upon request by church members.
- Coordinate receptions/meals following memorial services, ordinations, or staff departures.
- Participate as needed in memorial and funeral services, baptisms, and weddings.
- Edit and oversee newsletter publication, supervising the office manager's role in this task. Assign articles or provide content as necessary.
- Oversee budget line items for assigned areas.

- Work with the Senior Pastor and missions leadership, supporting a strong missions program, working with partner organizations to address the spiritual and material needs of the local community and the larger world. .
- Support the efforts of pastoral staff and church members who are responsible for Christian education programs; provide encouragement and spiritual support to teachers and other volunteers.
- Participate in and help organize Wednesday evening seminars, retreats, and other fellowship activities.
- Keep regular and clearly-communicated office hours.
- Prioritize availability for worship services on Christmas Eve, Christmas, Ash Wednesday, Holy Week, and Easter.
- Other tasks as assigned by the Administrative Council, Deacons or Personnel Committee in their respective spheres of responsibility

Qualifications:

- Master of Christian Education, Master of Divinity or a suitable equivalent from an accredited theological seminary.
- Specific training in Christian education, spiritual formation, pastoral care, and/or missions.
- Exhibits a high degree of written, editorial, social media, and other communication skills.
- Ordination to the gospel ministry (preferred) or seeking ordination.
- Candidates’ personal lives should be characterized by integrity and high ethical standards.
- Is supportive of LSBC’s status as a welcoming and affirming church.

Special PTO or Leave:

Eligible for sabbatical, per sabbatical policy
 One week Continuing Education

PTO: Fulltime (40 hours per week)

	Hours of PTO Earned Per Pay Period	Days of PTO per year
Length of employment		
0 year up to less than 3	5	15 days or 120 hours
3 years up to less than 8	6.67	20 days or 160 hours
8+	8.33	25 days or 200 hours

*A full day is defined as 8 hours. However, all employees can take partial days calculated by the hours available.

Other Duties:

In accordance with the team philosophy of Lake Shore Baptist Church, may routinely be required to carry out and assist with other tasks in addition to the duties listed above.

This position description is not intended to be all inclusive. Lake Shore Baptist Church reserves the right to revise or change job duties as the need arises. This position description does not constitute a written or implied contract of employment.

I have read and understand this position description.

Signature: _____

Date: _____

Approved by Personnel Committee: April 20, 2024

Approved by Admin Council: