

### **Neill's Creek Baptist Church Associate Pastor of Students and Outreach**

Neill's Creek Baptist Church is seeking a full-time Associate Pastor with a minimum of 40 hours per week. Required office hours will be two days per week (minimum) in addition to Sunday. The Associate Pastor is a member of the ministerial staff and, as such, functions in every aspect of the Pastoral vocation in relationship to the congregation. While specific responsibilities are focused primarily on middle and high school youth, college students, and young adults, the Associate Pastor will assist the Senior Pastor in loving and leading the congregation toward the five vision points & mission statement. [www.neillscreek.org](http://www.neillscreek.org)

#### **NCBC Vision Points:**

- \*A Church that is engaged with our larger community in positive ways.
- \*Effective leaders that inspire and equip (Staff, Committee Chairs, SS Teachers, etc).
- \*Worship that impacts the head and the heart, where we experience the presence of God.
- \*Authentic Community where people love and care about each other as church family.
- \*People from all ages & ethnicities coming to Christ, growing in Christ, and being changed by Christ.

#### **Mission Statement:**

"Neill's Creek Baptist Church is a community of believers committed to the Lordship of Jesus Christ and exists for the purpose of worshipping God, making disciples, and ministering to people in need."

#### **Preferred Criteria for the Ideal Candidate:**

- \*3-5 years exemplary experience serving in church ministry.
- \*A person gifted in the area of preaching and teaching, especially with students and young adults.
- \*A commitment to the Great Commission and to making disciples of Jesus Christ.
- \*A person skilled with technology (social media and website experience preferred).
- \*A positive, patient, professional, and pastoral demeanor.
- \*A person eager to engage in the lives of students and their extracurricular activities.
- \*A person who possesses skills for conflict resolution.
- \*A self-starter, who is able to anticipate needs, lead with vision, plan ahead with proper organization, and execute tasks with satisfactory completion.
- \*A person who possesses strong communication skills (both written and oral) who works well with other leaders demonstrating a team mentality.
- \*A person gifted in developing and equipping lay leaders (especially youth leaders).
- \*A person who is willing to take constructive critique/feedback and use it to better themselves.

\*Ordination to the gospel ministry by a Baptist Church is preferred.

\*A Master's of Divinity, or comparable theological degree, from an accredited Baptist Seminary or Divinity School is preferred.

### **Required Duties**

#### **Weekly:**

\*Lead/teach Bible Study Program with youth group (currently meets Wednesday night).

\*Lead/teach Youth Sunday School (9:45-10:40am Sunday mornings).

\*Update Information on the Church Website (upload weekly YouTube broadcast and update upcoming events page).

\*Maintain the church social media page on Facebook.

\*Participate in a weekly one-hour meeting with the Senior Pastor and Deacon Chair for planning and coordination of the weekly worship service, pastoral care needs, and other day to day operations.

\*Assist the Senior Pastor in making visitor follow up contacts.

\*Send regular communication updates to youth and parents about upcoming events.

#### **Monthly:**

\*Facilitate the Youth Leadership Team (6-8 youth that are mentored in a regular process of leadership development, who will provide input in decisions, direction, and serve as role models to the larger youth group.)

\*Plan/Coordinate in a monthly meeting with the Children & Youth Council.

\*Foster relationships with youth in their sports, school, and extracurricular activities.

\*Attend monthly staff meetings (typically on the first Wednesday of each month).

\*Attend monthly deacon's meeting and provide ministry report.

\*Plan/Coordinate in a monthly meeting with Outreach Committee for events such as (providing guidance, training, and resources):

-Quarterly Visitor Lunches for recent guests & new members

-Special Outreach Events

-Monthly Neighborhood Outreach

-Facilitate Welcome Team Ministry

\*Lead/facilitate a monthly small group gathering and/or special event for the College Student Ministry.

**Quarterly:**

- \*Plan and Lead at least one special event/activity for youth group per quarter (more frequent in summer).
- \*Preach at least once a quarter (in coordination with the Senior Pastor's Preaching Calendar).
- \*Lead a New Members Orientation Class for the purpose of welcoming and assimilating new members into full participation in the life of the church.
- \*Provide a ministry report to the congregation at the quarterly scheduled ministry celebration Sunday.

**Annually:**

- \*Organize and lead a week-long Summer Camp and/or Mission Trip for Middle and High School Youth.
- \*Organize and lead a weekend Winter Retreat and/or Ski Trip for Middle and High School Youth.
- \*Organize and lead a week-long Vacation Bible School for youth in conjunction with the dates for VBS for the church at large (usually the last full week of July).
- \*Develop and administer an annual budget for appropriate ministry line items (to be submitted for approval by the budget and finance committee).
- \*Serve as the primary facilitator for two annual fundraisers (fall and spring) to help fund youth ministry and summer camp.

**Additional Duties As Required:**

- \*Facilitate the Family Life Center Ministry, managing use of the FLC in coordination with the Facilities Use Committee, as well as, facilitate Setup/Breakdown of Tables/Chairs for events.
- \*Serve as the lead coordinator for the church Small Group Ministry.
- \*Provide Pastoral Care to youth, young adults, and their families, and to other members of the congregation at the direction of the Senior Pastor and/or in the Senior Pastor's absence.
- \*Provide Congregational Leadership during times of approved leave and/or Sabbatical for the Senior Pastor.

**Benefits:**

- \*Thirty (30) personal days to be used as vacation and/or sick leave with full salary, to include a maximum of 4 non-consecutive Wednesdays and 4 non-consecutive Sundays per year. (Personal days do not accumulate or roll over from one calendar year to the next.)
- \*Budget Line Items for travel expense, conferences, and continuing education associated with the duties listed in this job description.

\*RetirementContribution - 7.5% of direct income to a long term retirement plan of the Associate Pastor's choosing.

\*Tax Sheltered Housing Allowance.

\*Health Insurance (To be negotiated).

\*A request for a Sabbatical/study period may be made to the Personnel Committee and Diaconate at any point after the Associate Pastor has been employed for a total of 7 consecutive years with satisfactory performance. A written proposal, including a detailed budget and plan with specific goals for the Sabbatical period will be submitted with this request. The Sabbatical period will not exceed 12 weeks maximum and must receive final approval by a vote of the congregation in a called church conference.

## **Salary Package**

### **Breakdown:**

**Base Salary**

**Housing Allowance (Tax Sheltered)**

**Health Insurance**

**Retirement**

**Social Security Offset**

### **Employment Guidelines:**

The Associate Pastor is directly responsible to the Senior Pastor and diaconate. An annual performance evaluation will be conducted by the Personnel Committee with input from the Senior Pastor, Diaconate Chair, and Youth Council Chair.

Annual Salary recommendations will be decided by the Budget/Finance Committee upon recommendation from the Personnel Committee, following their annual staff evaluation.

The Associate Pastor is called to serve the congregation for an indefinite period of time. Employment may be dissolved by either the church or the Associate Pastor by giving 30 day notice, or earlier if mutually agreed upon by the Associate Pastor, Diaconate, and Personnel Committee.

**Contact Information:** Please submit resumes no later than January 31, 2025 to [ncbc@embargmail.com](mailto:ncbc@embargmail.com) 919-639-6126 or contact search committee chair Alex Adams at 919-414-6761 [alexadams@bcsoil.com](mailto:alexadams@bcsoil.com)