

**MINISTRY DESCRIPTION**  
**Bermudian Church Associate Pastor**  
**For Youth and Young Adults, Visitation and other Ministries**

**I. Accountability**

- The Associate Pastor (AP) will work directly under the supervision of the Senior Pastor; and will be accountable to the congregation through the Executive Committee.
- The AP shall demonstrate a personal commitment to Christ and the church and a calling to church ministry.
- The AP shall be in agreement with the statement of faith and vision of the Bermudian Church
- The AP shall participate in an annual performance evaluation conducted by the Executive Committee of Bermudian Church

**II. Responsibilities for Youth and Young Adults**

- The AP will confer with the Christian Education Commission and the Senior Pastor in providing a well-rounded youth and young adult ministry programs
- Have direct responsibility for Bermudian's youth and young adult ministry programs
- Pre-schedule activities on at least a quarterly basis with careful collaboration with youth, parents and school & church calendars
- Coordinate regular youth group meetings and young adult gatherings with flexibility of schedule to maximize youth participation around their schedules
- Regular youth meetings will incorporate a mix of bible study, mission/service work, youth retreats and fun activities as organized by the youth minister
- Disciple and encourage spiritual growth among the youth and young adults
- Place the safety and well-being of the youth as a top priority at all times
- Encourage youth and young adult involvement in Sunday morning worship as Worship Leader, story teller, musician, ushers, greeters, special music
- Coordinate with Senior Pastor to deliver youth-led Sunday morning worship services
- Be involved in the youth and young adult Sunday school program in collaboration with the Christian Education Commission, as appropriate
- Teach and promote Covenant Brethren Church doctrines and biblical ordinances.
- Attend both Love Feasts in the year and encourage youth and young adult attendance and participation.
- One of the most important responsibilities and expectations of this position is to make contact with youth both at church and at their extracurricular activities. The expectation is that the AP would attend a minimum of one extracurricular activity for each youth in the church family annually.
- Attend the monthly Christian Education Commission and Church Board meetings and submit report at such time.
- Provide assistance and insight into ways to grow the entire Sunday school, especially the children's department. Be involved with the Christian Education Commission envisioning for existing and expanded ministries with families and children
- Provide assistance and insight into ways to develop more Life Groups.
- Attend & report to the congregation at both spring and fall congregational business meetings
- Publicize and promote youth and young adult activities to the entire congregation through the church calendar, newsletter, Sunday morning worship folder, worship announcement loop, phone tree, youth designated bulletin boards and website
- Social media is to be used with discretion as a way to build interest with youth and young adults outside the church and to advertise major events
- Youth and parent communications to be made through email, texts, and phone calls to insure communication is effective complete for all

- Plan for involvement in Covenant Brethren Church Regional, and National youth activities and build relationships with other area Christian youth groups
- As opportunities arise the AP is encouraged to serve in other areas of the Bermudian Church.
- Support the annual Vacation Bible School
- Maintain and advertise weekly office hours
- Set short and long term goals for the youth group and young adults
- Develop relationships with families within the Church family that have younger children as a way of building connection and relationship as those children grow into the youth group.
- Maintain contact with post-high school youth, especially those away at college. Work with Christian Education Commission to make sure there are class and fellowship opportunities available for this age group, especially during breaks and summer
- Work closely with the Witness Commission to coordinate youth and young adult involvement in witness opportunities (ie service projects, church picnic, fall revival)
- Work closely with the Nurture Commission to coordinate youth and young adult involvement in nurture opportunities (ie Christmas Dinner, Movie Nights, concerts, Fall Festival)
- Work closely with the Stewardship Commission to coordinate youth and young adult involvement in steward opportunities (ie service projects around church, offering envelopes)

### **III Responsibilities for Visitation**

- Each week the senior Pastor & AP will meet. The AP will report on recent visits & the senior pastor will share suggestions for upcoming visits along with suggestions from the Deacons. The type of visits will include, but not limited to visits to the hospitals, homebound, prospective members, inactive members and requested visits.

### **IV. Responsibilities of Other Ministries**

- AP will carry primary “first contact” responsibilities in the Senior Pastor’s absence.
- Serve as Worship Leader the worship service at least once a month as a way of modeling active involvement in the larger life of the church and keeping the AP presence before the entire congregation.
- Preach Sunday morning worship at least three (3) times per year and other times not only when Senior Pastor is away as scheduled with the Senior Pastor.

### **V. Personal Time and Spiritual Growth Planning**

- Set aside time for personal devotions and prayer
- Meet regularly with the Senior Pastor for program coordination and mutual support
- Attend training sessions and workshops specifically related to youth and young adult ministry
- Stay current with new trends and materials related to youth ministry through collaboration with other Youth Ministers and Young Adult Ministers.

### **VI. Qualifications**

- AP will have a minimum of a Bachelor Degree and actively pursuing a seminary degree with completion within five years. Seminary degree is preferred. AP will be willing to be ordained in the Covenant Brethren Church.

### **VII. Compensation**

- Range of \$35,000 to \$40,00 for salary and housing - negotiable
- Health and pension benefits
- \$250 for continuing education
- \$700 mileage
- 2 weeks vacation