

ASSOCIATE OF PASTORAL CARE
First Baptist Church of Elk City, Oklahoma

STAFF RELATIONS

The Associate of Pastoral Care shall serve as a right hand to the Lead Pastor and shall assist in carrying out the ministry of the church. At the discretion and direction of the Lead Pastor or in his absence, the Associate of Pastoral Care will carry out pastoral responsibilities.

The Associate of Pastoral Care assists the Lead Pastor in any area the Lead Pastor deems necessary. This position requires some travel and much flexibility, as different job assignments are necessary at various times to meet all the needs of the church.

PRINCIPLE FUNCTION

The Associate of Pastoral Care is responsible to the Lead Pastor for sharing in the pastoral responsibilities of the church. He will work alongside the Lead Pastor to coordinate administrative responsibilities, Senior Adult ministry, and other pastoral ministries of the church including outreach, directed supervision of certain personnel, and other assigned responsibilities.

SPECIFIC RESPONSIBILITIES

A. PASTORAL

- 1) Assist the Pastoral Team in occasional preaching and teaching supply.
- 2) Serve as a voice of wise counsel and advice to the Lead Pastor.
- 3) Assist the Lead Pastor in organizing member care, new member orientation, and ongoing visitation ministry.
- 4) Assist the Lead Pastor in carrying out various ministries of the church, as assigned by the Lead Pastor. In addition to the various care ministries, this may include administrative tasks, special projects, assistance with committees, and other duties as assigned by the Lead Pastor.
- 5) While this position carries no direct supervision of staff, the Lead Pastor may direct supervision at specific times or seasons, at his discretion.
- 6) Other duties as assigned by the Lead Pastor

B. SENIOR ADULT

- 1) Minister to Senior Adults and coordinate the senior adult ministry of the church.
- 2) Lead the senior adult ministry team.
- 3) Schedule and plan senior adult activities.
- 4) Assist in equipping the senior adults of FBC Elk City to continue their ministries and service to the Kingdom.
- 5) Assist in equipping FBC Elk City senior adults for participating in the Missions Ministry of the church.
- 6) Other duties as assigned by the Lead Pastor