



**Riverside Baptist Church**  
*Job Description - Associate Pastor*

**ASSOCIATE PASTOR of Family Ministries**

Riverside Baptist Church is looking to fill the position of Associate Pastor, with an emphasis on Family Ministries.

**RESPONSIBILITIES:**

The Associate Pastor will meet the qualifications of an Elder at Riverside Baptist Church, but depending on experience and maturity may or may not necessarily sit on the Elder Team. Each Pastor/Elder is seeking to minister to the Body of Christ through prayer and teaching the Word of God. Additionally each Staff Pastor/Elder has an area of special emphasis to oversee, in this case Ministries connected to the family as it relates to our mission to be:

*... a church that courageously proclaims the gospel of Jesus Christ, biblically worships, is devoted to fellowship and makes disciples both locally and globally!*

The Associate Pastor reports directly to the Senior Pastor and is accountable to the Elders & Deacons. The primary areas of oversight in this staff position include:

**Assimilation/Connection: (~5 hours)**

Since Riverside is an Elder-led, congregational church, there is great value placed on membership. In many ways, the Associate Pastor will be the first point of contact for **families** new to the church. As such he will:

1. Work with the Deacon of Connections & Connections Ministry
2. Connect new families with Small Groups & relevant ministries
  - a. Teach with other Elders the New Members Class.
  - b. Help foster relationships between new members and existing members.

**Events/Programs (~5 hours) related to focus**

At Riverside we would love to see our family ministries grow to encourage, disciple and deepen children, youth and parents' walk with the Lord as well as facilitating evangelism in our community. The Associate Pastor will oversee the Children's ministry and as necessary plan various events, programs to facilitate this mandate.

**Discipleship (~10 hours) related to focus**

At Riverside Baptist we encourage congregational involvement and leadership in various ministries. The Associate Pastor will ensure that volunteers/leaders in Children's, Youth and Small Group Ministries are equipped from God's Word in the Ministries Riverside is called to.

The Associate Pastor will organize **discipleship, equipping** and **prayer** opportunities on a regular basis to those serving in the above.

In addition the Associate Pastor will make the Prayer gatherings of Riverside a priority and occasionally lead these corporately.

**Visits (~5 hours)**

The Associate Pastor of Family Ministries will:

1. Help the elders organize visits, particularly to families in the church.
2. Assist non-staff elders by meeting with other members on their behalf.

3. Keep an up-to-date record of visits.
4. Provide a list of items for prayer concerning members at each Elders' Meeting.

\*Some families will request or require more deliberate and extended counsel/discipleship.

**Staff Responsibilities: (~10 hours)**

As a full-time staff member, the Associate Pastor will:

1. Arrive prepared for and attend the regular elders' and or staff meetings.
2. Arrive early Sunday mornings for preparations & prayer.

**General Pastoral/Administrative Duties: (~5 hours)**

The Associate Pastor, like all the other elders, is responsible for the spiritual care of the membership and adherents and will fulfill all the duties assigned to that role.

The Associate Pastor in conjunction with the Senior Pastor will be responsible for scheduling the volunteers under his oversight in Planing Center as well as for the promotion of these Ministries on Social Media, the bulletin and E-Newsletter.

As a staff Pastor with the oversight of Family Ministries the Associate Pastor will be responsible for keeping our Plan to Protect policies up to date and that each volunteer receives the training they need for their role.

**Preaching: (~0-20 hours)**

The Associate Pastor will be tasked to preaching at various times throughout the year. On those weeks in which he is scheduled to preach, it is assumed he will modify his schedule to accommodate the time needed to prepare and deliver a sermon.

**QUALIFICATIONS:**

The candidate must display godly character according to the New Testament's qualifications for an elder in 1 Timothy 3 & Titus 1. The candidate should also possess or be working towards a bachelors or masters degree related to Theology/Ministry.

**COMPENSATION:**

Remuneration will be commensurate with experience and is based upon an average 40-hour work week. Further details will be provided during the interview process.

**APPLICATION:**

Apply by sending your resume addressed to our contact Lynton Strathdee at [search@riversidebaptist.ca](mailto:search@riversidebaptist.ca)

\*Details of this job description are adaptable depending of the giftedness of the candidate