JOB DESCRIPTION – Associate Pastor of Outreach & Worship

Standards
Of highest importance shall be the maintaining of personal standards of Godliness based upon Biblical Principles, which results in an uncompromised testimony within the church and community from which a credible ministry originates. Adherence to biblical, ethical, and fiscal stewardship shall be deemed critical. Work shall be conducted in a manner pleasing to God, dictated by ministry needs, and enacted with a team concept with the DBC staff and as directed by the Senior Pastor and Elder Council Leadership.

Definition of Employment Status
This shall be deemed to be a full-time salaried non-executive management staff position. Please see the DBC Employee Handbook for more information.

Duties and Responsibilities
As a general summary, the Associate Pastor will oversee all of the ‘front end’ ministries of the church. Generally, these will include outreach and worship. The Associate Pastor will concern himself with how our church reaches out into the community and world, how the church presents itself in printed literature, the website, in the sanctuary, etc.

**Outreach**
Working with the Senior Pastor and Elder Counsel, create, plan, and oversee efforts to reach out into our community, the surrounding region, and the world. Besides coordinating local efforts to reach out with the Gospel, the Associate Pastor will work with the Missions Committee to coordinate DBC’s global outreach efforts.

**Worship**
While it is not necessary for the Associate Pastor to be able to sing or play an instrument, he will be responsible to oversee all aspects of the Worship Service except the preaching of God’s Word. He will work with the accompanists, song leaders, choir director, Technology Committee, Worship Committee, Welcome Committee, and the church Office Administrator to ensure that all aspects of the Sunday Worship service are done with excellence and for God’s glory.

**Teaching**
The Associate Pastor will be called upon to preach and teach on a regular basis. He will teach a Sunday School class, preach on Sunday mornings when the Senior Pastor is away (and possibly more), and preach one or more evening services per month.

**Counseling**
Training in the Nouthetic approach to counseling shall be required. Counseling (discipleship) shall be offered with priority given to those of the church and as a means of witness and help to the community.
Pastoring

Staying informed of the circumstances and needs of the church family shall be accomplished through regular interaction with the congregation. Priority shall be given during time of illness, death, crisis situations, or times of celebration. As an elder, the Associate Pastor would be expected to lead a small group (called a ‘Shepherding Group’).

Oversight

The Associate Pastor will work closely with Outreach and Worship type committees such as the Welcome Committee, Worship Committee, Missions Committee, Technology Committee, Accompanist, and Choir Director. He will also work with members of the Elder board such as; Elder of Membership and the Elder of Communications and Technology.

Knowledge, skills, and abilities

1. Seminary training at an approved seminary is desired or related experience.
2. Must have a proven track record of lifestyle evangelism and be capable of training others in those skills.
3. Trained in the Nouthetic approach to Biblical counseling or be willing to be trained. Must attain NANC certification within two years of employment (or three years if no previous training).

Accountability

The Associate Pastor shall be directly accountable to the Senior Pastor and to the Elder Council, and of course, ultimately accountable to God. He will receive an annual evaluation by the Senior Pastor. He shall be a non-voting member of the Elder Council. The Associate Pastor shall abide by the guidelines as established by the Employee Handbook.

DBC Membership Requirements

Membership in full doctrinal agreement is required.

Time Requirements

This is a full-time position requiring a minimum of 40 hours per week. Additional time will be necessary due to various events and meetings. Such additional time shall be understood to be an essential part of the position, and therefore a normal part of the job without additional compensation of time or money.

Summary

All work shall meet or exceed the requirements set forth in the Constitution of Delaware Bible Church, the Employee Handbook, the Financial Policies and Procedures, and all other policies and procedures enacted.

Statement of Understanding

I certify that I have received, read, and understand this job description, a copy of which has
been provided to me. I also understand that this job description may be unilaterally modified by the Elder Council at any time. Any updated job descriptions will supersede any and all prior job descriptions for this position.

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Date of Last Revision and Elder Council Approval: April 8, 2013