

Job Description
ASSOCIATE PASTOR
Southern Asian Seventh-Day Adventist Church
Silver Spring, Maryland

SUMMARY: Serves as a full time Pastor and member of the Church Office team consisting of the Senior Pastor, Youth Pastor, and Office staff. Associate Pastor will serve as a partner with the Senior Pastor to attract, develop and motivate lay volunteers of leaders and members to carry out the myriad tasks of a church moving onward and upward in the furtherance of God's work.

Is Supervised by: Senior Pastor

Responsible for Supervision of: n/a

PRIMARY/ESSENTIAL DUTIES AND RESPONSIBILITIES:

- 1) Provides spiritual as well as operational leadership to the church.
- 2) Develops and effectively communicates and promotes vision, to rally both financial and service support to completion of projects.
- 3) Responsible for developing and maintaining relationships as well as judicious negotiating with various denominational entities (Conference, Union, etc.) and SASDAC ministries.
- 4) Responsible for soul winning through visitation, city evangelism, community outreach and the electronic media (internet, radio, television).
- 5) Develops new programs in the church to promote active participation.
- 6) Raises funds and promotes liberal giving by members and community.
- 7) Other duties as assigned.

EDUCATION/EXPERIENCE: Must have a minimum of a BA in Theology from a Seventh-day Adventist college/university. Prefer a graduate degree in religion/theology. Must have training/experience in music and audio visual operations. Prefer training or certification in church or non-profit operations. Prefer a minimum of 5 years experience as pastor of a growing, vibrant SDA church.

JUDGEMENT/INITIATIVE: Must have a thorough knowledge of scripture, Adventist teachings and doctrines and be able to exemplify this in all aspects of life. Must be a strong leader and possess change management strengths.

SKILLS/ABILITIES: Must have experience in administering church operations and finances while maintaining cost effectiveness and financial integrity. Must be able to lead, delegate, train and nurture elders, other leaders and volunteers toward disciple-making. Must have a strong commitment to and support of Adventist education. Must be a team builder, mentor and role model of leadership. Must be able to reach, teach and lead all members. Must possess excellent interpersonal skills. Must be able to communicate fluently with English as primary language. Prefer Southern Asia origin/background with adaptability to youth and US culture.

PHYSICAL DEMANDS: Primary activities include sitting, walking, standing. Occasional need to lift objects of 25 pounds or so.

WORK ENVIRONMENT: Office and church setting for majority of responsibilities. Community visitation and outreach also included. Occasional out-of-area travel.