

06/18/2008

**Bethlehem Baptist Church
Job Description**

POSITION: Minister of Church Growth and Education
CLASSIFICATION: Pastoral Staff
SUPERVISED BY: Senior Pastor
PRINCIPAL FUNCTION: The Minister of Church Growth and Education has the primary assignment of coordinating the educational and evangelism ministries of the church, administering the office staff, and working with the finance committee in budget control.

QUALIFICATIONS:

Education: Seminary Degree preferably in Christian Education
Residence: Resides in the community
Experience: Successful affiliation with a Baptist congregation of comparable programs/membership;
Previous experience in Church Growth and Education required

**Synopsis, Minister of Church Growth and Education
Bethlehem Baptist Church, Clarkesville, Georgia**

The Minister of Church Growth and Education has the primary assignment of coordinating the educational and evangelism ministries of the church, administering the office staff, and working with the finance committee in budget control. He serves with the Senior Pastor in fulfilling administrative duties. He is responsible for developing ministries and plans for assimilation of new members, leadership development, and organized church outreach. He participates in basic ministry assignments such as hospital visitation, outreach visitation, public leadership in the congregation, and representative leadership at the associational, state, and national levels of the denomination and on local ministry boards as requested by the church and Senior Pastor. He serves under the direct supervision of the Senior Pastor, fulfilling other such duties as may be assigned him as part of the ministering team.

Some of the responsibilities included in the above descriptive paragraph have been broken out in greater specificity below. The job description is general enough that the Senior Pastor has flexibility in assigning specific administrative responsibilities to the Minister of Church Growth and Education which best suit his personal gifts, background, and experience.

The Minister of Church Growth and Education should be committed to the Lord Jesus the local church and his own spiritual growth and his character should be evident. The following qualities ought to be part of his life.

- A heart that deeply desires to serve the Lord. His motivation for serving should be the glory of God and God's calling upon his life to serve Jesus.
- He should have a daily discipline to spend time alone with the Lord in Bible study and prayer.
- He should have a high standard of personal holiness. His life must be above reproach.
- If he is married he should have an unwavering love for his wife, demonstrated by his speech and actions. His wife should be supportive of his ministry and she should be growing spiritually.
- He should be a man who is teachable and approachable; one who listens well before speaking, and is loyal to the Senior Pastor, ministerial staff and Bethlehem Baptist church.
- He should have experience in church growth/education and a degree from a seminary affiliated with the Southern Baptist Convention.

Specific Responsibilities Performed by the Minister of Church Growth and Education

Responsibilities Primarily Related to the Ministry of Church Growth

1. Work with the Senior Pastor in planning, conducting, and directing the outreach ministries of the church.
2. Participate in basic ministry assignments such as hospital visitation, outreach visitation, public leadership in the congregation and in church activities (such as camps and retreats), and representative leadership at the associational, state, and national levels of the denomination and on local ministry boards as requested by the church and pastor.
3. Work with the Senior Pastor and Finance Committee in budget analysis and supervision of all budget categories not under the specific ministry assignment of another ministerial staff member.
4. Work with the Senior Pastor to oversee and administer the office staff, financial secretary, and maintenance/custodial staff.
5. Supervise the purchasing of all office equipment and supplies, educational aids and supplies, and non-fixed physical assets of the church building and grounds.
6. Serve as staff representative on the Building Planning Committee.
7. Serve as chief editor for all church publications, including pictorial directory.
8. Work with the Trustees in reviewing insurance coverage of all fixed and non-fixed church assets.
9. Maintain an up-to-date policy manual of church procedures.
10. Oversee the maintenance and upgrades of all church computer hardware and software.
11. Recommend use of program materials, equipment, supplies, and space by groups in all church program organizations.

Responsibilities Primarily Related to the Ministry of Education

1. Lead the church in planning, conducting, and evaluating a comprehensive program of Christian education ministries, including outreach, training, enlisting volunteers, and setting the organizational structure (with the exception of music education programs, here and elsewhere in this description).
2. Administer the educational ministries of the church
3. Serve as an educational resource person to leaders of the following church program organizations and services – Sunday School, Discipleship Training, Women on Mission, Men’s Ministries, and church media/library.
4. Work with the appropriate staff (i.e. student minister, preschool/children minister) and nominating committee in enlisting workers for all educational ministry programs.
5. Develop special educational training projects and study programs for all age groups and leadership groups within the congregation.
6. Ensure that background checks are completed and on file for all workers with children and youth.
7. Lead the church to be aware of educational and curriculum materials available for all educational organizations.
8. Chair the Sunday School Leadership Team.
9. Serve as a member on the Church Council and as ex-officio member of the Nominating Committee and other teams/committees as assigned by Church policy.
10. Lead in congregational services as requested by the Senior Pastor.
11. Shall perform other responsibilities as determined by the Senior Pastor.

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