

## **Associate Pastor Job Description-** Ephrata Bible Fellowship Church, January 2024

**Church Description-** Ephrata Bible Fellowship is a church located in Northern Lancaster County that is committed to glorifying God by multiplying disciples who know, follow and enjoy Jesus Christ above all things. The membership is made up of families from Lancaster, Lebanon and Berks County. In the last two years, weekly attendance has more than doubled, with the largest demographic increase being in young families.

**Position Overview-** The Associate Pastor will be responsible for ministry development and administrative oversight.

### **Primary Responsibilities**

#### Ministry Development

- Provide leadership to the Family Ministries, which include children, Awana, youth and small group ministries.
- Work with the various levels of leadership involved to enhance communication, while developing goal-oriented strategies to create a culture of discipleship.
- Provide developmental training for leaders and teachers as well as periodic reviews and accountability.
- Join the lead pastor in regular strategic planning meetings.

### **Administrative Operations**

- Provide primary oversight for the administrative functions of the church, including yearly evaluations of all ministries with the lead pastor.
- Be responsible for the administration and advancement of the mission of the church. This includes office staff management and helping them to execute their goals and responsibilities, including but not limited to; regular communication with church members, financial reviews and discipleship.
- Evaluate existing policies/procedures and propose new ones as needed to ensure the efficient and effective operation of ministries of the church.

### **Secondary Responsibilities**

- Serve as a member of the elder board, and give ministry reports at elder and monthly staff meetings.

- Oversee the management of the church website, social media accounts and other communications.
- Assist the lead pastor by occasionally preaching or teaching, and conducting baptisms, weddings and funerals.
- Share in Biblical counseling of individuals and couples with the lead pastor.

### **Candidate Requirements**

- Clear call to full-time ministry.
- Abilities, gifts, and behavior consistent with Biblical requirements for an Elder/Pastor.
- Demonstrated experience leading various ministries and empowering others to lead, including a willingness to delegate and release responsibilities to foster the development of others.
- Must subscribe to the Faith & Order of the Bible Fellowship Denomination and be willing to obtain pastoral credentials if not already possessing them.
- Willingness to work as a team member, in close philosophical alignment with the pastoral staff, and support the vision put forth by the lead pastor. This includes passionate support for the Mission/Vision and Core Values of Ephrata Bible Fellowship Church.
- Evidence of in-depth Bible knowledge and Bible teaching experience, as well as being a man of consistent prayer.
- Excellent writing and communication skills.
- A bachelor's degree or higher is strongly preferred.

### **Personal Attributes**

- Ability to interact effectively with paid and volunteer staff, and with third party partners.
- Strong emotional quotient of self-awareness and openness to direction and guidance.
- Ability to manage and mediate conflict.

### **Hours & Benefits**

The Associate Pastor will be classified as a full-time, exempt employee. The benefits offered will be consistent with the current policy for insurance, paid time off (PTO) and holidays. This is a minimum 40 hour per week position.

### **Contact**

To apply for this position, contact the pastoral search committee by email at [ebfcsearch@gmail.com](mailto:ebfcsearch@gmail.com) or call 717-304-5449 to learn more.