



POSITION DESCRIPTION

Position Title:	Associate Minister/Pastor	Date:	1/19/21
Reports to:	Pastor/Teaching Elder	Revision Date:	
Hours:	40 hours/week Being available for extras like worship nights, weddings, funerals, conferences and trainings	Status:	Fulltime
Pay Day:	Every other Tuesday		
Compensation:	Competitive package		
Applications Accepted By:			
ONLINE: HFCNH.COM/EMPLOYMENT/ Email: secretary@hfcnh.org Subject Line: Associate Minister/Pastor		MAIL: Hope Fellowship Church 16 Prescott Road/P.O. Box 465 Jaffrey, NH 03452	
Position Summary			
<p>NOTE: Below are possible places this applicant would be involved. Keep in mind, these areas will be tailored based on each applicant's giftings, strengths, experiences, and passions. The target focus for the position is where one is competent in leading, but the applicant does not need to be proficient in every area listed below.</p> <ol style="list-style-type: none"> 1. Pastoral ministry (Oversight of church ministries, staff and volunteers. Assisting and leading weddings, funerals, counseling, preaching, teaching, visitation, discipleship/small groups) 2. Family Ministry (Helping guide and grow our current ministries assisting families in their spiritual growth. Everything from children to young adults) 3. Worship Ministry (Assisting, supporting, and helping lead and grow the current worship team and all aspects of music ministry and facilitating Sunday morning worship.) 			

Role and Responsibilities

This person would have a heart for ministry and a willingness to serve the people of Hope Fellowship Church by primarily assisting in the spiritual oversight of the congregation. They would have a willingness to serve in a variety of roles at the church assisting the elders, the teaching elder/pastor, staff and volunteers with the care of the church. They would begin as a minister at the church with a temporary on-boarding process as a minister training them into eldership as a pastor at the church.

Note: Below are job descriptions for how this person could operate at Hope, but the applicant does not need to specialize in every area listed below. We are looking more for the right chemistry, than for just the right skills.

Pastoral Ministry

- Guide and direct a variety of ministries at Hope, providing leadership and pastoral oversight for current volunteers and leaders.
- Function in an executive role to manage ministries and programs across the whole of the church.
- Provide direct support in pastoral roles like weddings and funerals.
- Has the ability to provide relief for the teaching elder by filling the pulpit when as needed.
- Helps to lead and provide pastoral oversight for our Stephens Ministry lay-counseling program.
- Taking a lead role for the vision, oversight and execution of small groups and bible studies for all ages.
- Regularly training and discipling current and potential leaders here at Hope.
- Has a heart for people and desire to assist the teaching elder and other elders in all aspects of church ministry.
- Functions as an executive/supervisor for the staff and helps lead and manage operations.
- Spearheads the implementation of the overall vision and mission of the church.

Family Minister

- Expand ministry strategies to help parents and families in every stage of life.
- Oversee our ministry to families from birth to adulthood
- Oversee, manage, and train volunteers in those positions: children, youth, young adult ministries.

- Assist in overseeing the on-going expansion and addition of space and programs for equipping and encouraging families at church.
- Grow ministry strategies that focus on the unique needs of parents as their children move through each stage of development.
- Help develop, lead and equip Sunday School teachers and other children's ministry leaders.
- Discover, develop and implement curricula with a view to developing children and students of all ages as well as families as vital followers of Jesus.

Worship Ministry

- Direct and champion worship ministry.
- Work collaboratively with the current worship leader and team.
- Assist pastor in scheduling, planning, and producing church services and special events.
- Function as a specialist in the music and production/technical areas of the church.
- Coordinate all worship and musical elements for the church.
- Identify, recruit, train, equip, mentor, and empower worship and production volunteers.
- Ensure that volunteers have what they need to be successful.
- Oversee the scheduling of all worship and production volunteers for weekend services.
- Train musicians and offer training and teaching for instrumentalists and vocalists.
- Oversee the use of worship and production software tools (Planning Center, ProPresenter, V-Mix, etc.)
- Maintain strong communication with Elders and Church Administrator.
- Research needed sound, audio, and visual upgrades for the sanctuary and worship team.

Character

- Fulfill the biblical qualifications of an elder. (1 Timothy 3:1-7 and Titus 1:6-9)
- A love for God and for people.
- Comfortable taking leadership and seeing things through.
- Works well with a team.
- Relationally warm and friendly.
- A humble servant's heart.
- Passion and hunger for God's Word and a desire to communicate it to others.

