

HRBC Senior Adult Pastor Search

Summary for Job Posting

Suburban Baptist church in Richmond area of Central Virginia (RVA) seeks a part-time pastor for senior adults (age 55+) who is a “people person” with a passion for working with senior adults and who possesses outstanding organizational, communication, and technological skills. The associate pastor will be required to plan, coordinate, conduct, and evaluate the church’s senior adult ministry which includes a systematic visitation program, regular activities tailored to various needs and levels of mobility (seminars, mission projects, fellowship, retreats, trips, etc.), counseling, and assisting with worship and special services. The associate pastor will report to the senior pastor and collaborate with a senior adult council, lay leaders, and other staff members.

Huguenot Road Baptist Church is an equal opportunity employer and, therefore, encourages all who want to serve a vibrant, growing senior adult population to send a cover letter and resume with three references to HRBCSeniorAdultPastorSearch@gmail.com .

Job Title	<i>Part-Time Associate Pastor for Senior Adults (age 55+)</i>
Reports to	<i>Senior Pastor; performance appraised annually by the Personnel Team</i>
Salary	<i>\$16,000</i>

Job purpose

The Part-Time Associate Pastor for Senior Adults will lead, guide, and minister to the senior adults (age 55+) of Huguenot Road Baptist Church. He/she will tailor activities, when appropriate, to meet the different needs and interests of senior adults who vary not only in age, but also in levels of mobility and health conditions.

Duties and responsibilitiesPrimary Duties and Responsibilities

- A. Administer the planning, coordinating, conducting, and evaluating of the senior adult ministry.
- B. Enlist and direct a senior adult ministry leadership team for the planning, implementation, and evaluation of activities, projects, and ministries, including but not limited to retreats, seminars, mission and community projects, fellowship, and outreach events.
- C. Plan and participate in continuous visitation process of senior adult members and prospects, including hospitals, convalescent or assisted living facilities, and homebound individuals.
- D. Provide competent counsel for senior adults and families with a wide range of concerns. Also, refer them and/or their families to professional counselors as the need arises.
- E. Maintain useful working relationships with associational resources, denominational entities, and community resource agencies.

General Ministerial Duties and Responsibilities

- A. Participate in staff meetings, worship planning and Church Council. Maintain close cooperation with the staff, collaborating on joint projects and ministries.
- B. Participate in worship services (including pulpit supply), Bible study, and outreach ministries as needed.
- C. Assist with baptisms, weddings, and funerals as needed.
- D. Maintain a spiritual sensitivity through a personal devotional life in prayer, meditation, and Bible study that is reflected in personal witnessing and ministry.
- E. Maintain and enhance his or her knowledge and skills in ministry-related areas. Continue self-enrichment by reading, attending or leading conferences, clinics and assemblies.
- F. Help plan the church calendar and special activities.
- G. Carry out other duties as needed.

Qualifications

- A. Believe in Jesus Christ as Savior and Lord.
- B. Be a graduate of an accredited college/university and/or seminary. It is preferred that the individual be ordained to the gospel ministry.
- C. Possess strong organizational and administrative skills, including being computer savvy and proficient in word processors, spreadsheets, etc.
- D. Possess good communication skills with excellent use of verbal and written English. Possess the ability to communicate effectively with the staff and the congregation, maintaining confidentiality when appropriate.
- E. Be a self-starter with the ability to follow through on expectations with minimal supervision.
- F. Have a welcoming personality with an ability to motivate, recruit, and supervise a large volunteer base.
- G. Complete a successful background check.

Working conditions

- A. Work 15 – 20 hours per week.
- B. Become a member of Huguenot Road Baptist Church.
- C. Possess a valid driver's license and a reliable and insured vehicle with which the associate pastor may occasionally transport people to and from off-campus locations for ministry purposes.
- D. Serve in the staff relationship until resignation at his or her request, or termination at the request of the church. Unless otherwise mutually agreed upon, a notice of four weeks will be given in cases of resignation and six weeks in cases of termination.

Physical requirements

- A. Be physically able to use a computer and other office equipment.
- B. Be able to participate in meetings and presentations.
- C. Be able to participate in senior adult activities.

Direct reports

None

Approved by:	
Date approved:	
Reviewed:	

6/3/2018