Fellowship Baptist Church – Staff opening

**​Updated 3/19**

**Introduction**  
Fellowship is a traditional GARBC church ready to grow and engage the culture in which we find ourselves. Urban Des Moines is a mix of ethnicities, socio-economic backgrounds, and viewpoints. The ideal candidate is committed to the Word of God and ready to explore, learn, and lead as the church seeks to go deeper in our relationships with one another and wider in our community outreach.   
  
**Position Title**  
Pastoral Assistant  
  
**Overview**  
This staff member will be an assistant to the pastor working primarily to coordinate, problem-solve, communicate, and lead to further the effectiveness of our Great-Commission Goal.  
  
**Primary Roles**

* **Shepherd**- Work alongside our current pastor to minister the Word of God to the hearts of the people at Fellowship and our surrounding community. Visitation, counseling, discipleship, neighborhood engagement,  teaching, and preaching.
* **Administration** –Supervising and organizing the details of property, planning, and record-keeping so that the Pastor can focus on shepherding and overall vision.
* **Communications** –Handling communication in-person and via email, phone, web, and print for a wide range of specific needs.

**Required Qualifications**  
*Due to the nature of the position, only Men will be considered*

* In agreement with our Doctrinal Statement
* Committed to personal holiness and possessing an honorable reputation
* Excellent “people skills” – effective in communication with people of all ages
* Track record of problem-solving
* 2 years (or more) of college completed in any field (theological training preferred)
* Proficient in grammar and writing
* Competent with Microsoft office/social media/basic computer hardware
* Self-motivated
* Ministry-minded
* Willing to work closely with a young, energetic, first-time pastor.

**Is this an Pastor/Elder position?   
​**The calling of a Pastor is recognized by a man through the stirring of the Spirit and confirmed by the wisdom of the local church and its leaders. The qualifications for that office are described in 1 Timothy 3 and Titus 1. The work of shepherding can take many different forms although it always involves direct leadership and example (1 Tim. 4:12, Heb. 13:17). Applicants already recognized as a Pastor through ordination would be welcome to join our team in the role of "Associate Pastor." Men not yet ordained are also welcome to apply and would find this ministry post to be an effective place to gain valuable practical skills and experiences that will shape and prepare the man for effective ministry and potential ordination.  
  
**Nature of Work**  
*The position is flexible based on the current needs of the Pastor and the abilities of the Assistant. The following list is not exhaustive:*

* **Preaching/Teaching**- learn and practice the rewarding work of expositional preaching
* **Discipleship** – training an individual or group
* **Evangelism** – make contacts in the community and engaging in personal evangelism
* **Coordination** - evangelism opportunities, fellowship events, new move-in visits, special worship services
* **Record** **Keeping** – attendance, receipts
* **Communication** – calling volunteers, confirming appointments, creating budget overview reports, visitor follow-up, recruiting volunteers for events
* **Technology** – website updating, brochure authoring and design, video editing, software updates, answering routine email, ensuring high-quality results in all materials printed, projected, or published
* **Clerical** – printing handouts, tidying ministry spaces, organizing and cataloguing resources, troubleshooting machines, updating the calendar
* **Overseeing church property** – alert maintenance of problems, coordinate with contractors as needed (pest, trash, church volunteers, etc.), report to deacons on property issues
* **Music** (if gifted) –song leading, instrumental accompaniment, choir, service planning

# ​Hours/Pay 25 hours minimum up to full-time; negotiable based on applicant's needs and circumstances. The church is prepared to provide for your needs through a compensation package which can be discussed during an interview.

# How to Apply:

If you believe you are qualified for the position, fill out the application at <http://www.fellowshipdsm.com/>

If you encounter a problem in applying, contact Pastor Dan Vance at:

515-650-9904 or daniel.vance1@gmail.com