

## JOB DESCRIPTION

**Job Title:** Associate Pastor at Ridgewood (title TBD)

**Report to:** Joe Phelps, Pastor

**General Summary:** Serve on the Highland staff as the on-site minister of Ridgewood Baptist Church (RBC) and as the primary face of the church in the PRP community and in the congregation. Work with HBC staff in forging and casting a vision of where God is leading RBC that focuses on maximizing its progressive voice in the community, reaching new people, making intentional disciples of Jesus Christ, serving as the presence of Christ in the world.

### **Essential Duties and Tasks:**

1. Guide RBC in the Discovery and Fulfillment of Its Calling and Mission
  - a. Discern, articulate, and cast the vision of where God is leading RBC
  - b. Model and encourage personal spiritual development
  - c. Lead the congregation to view itself and act as ministers with a calling.
  - d. Expand the congregation's participation in mission activities
2. Strengthen and oversee the faith life of RBC.
  - a. Create an inviting, welcoming community of faith.
  - b. Mobilize, equip, empower RBC leadership.
  - c. Supervise weekly RBC staff meetings.
  - d. Lead Wednesday gatherings of RBC (Bible study, meetings).
  - e. Attend RBC monthly deacons meetings.
  - f. Design and implement plan to educate and involve new members in ministry.
  - g. Create administrative structure to support the work of RBC ministry groups.
  - h. Oversee financial management of RBC.
3. Provide outreach and improve RBC's visibility in the area.
  - a. Make RBC available for weddings, funerals, other community events. Be available to officiate Christian weddings and funerals at RBC.
  - b. Work with congregational members to bring in prospective members through outreach.
  - c. Analyze, interpret the demographics of RBC area and apply them to outreach plan.
  - d. Look for ways to get free positive publicity for RBC.
  - e. Develop consistent plan for prospect follow-up.
  - f. Insure that RBC website is engaging, current, helpful to visitors.
4. Develop teaching ministry of RBC
  - a. Oversee Sunday school
  - b. Oversee/ Lead Wednesday studies/ prayer time.
  - c. Create plan for growing stewardship in RBC.
5. Expand RBC's missions witness
  - a. Represent RBC in the faith community and in the community at large
  - b. Look for ways to involve RBC in local mission activities.
6. Provide Pastoral Care for RBC
  - a. Hospital, shut-in, bereavement, funeral visitation.
  - b. Be available for counseling as needed.
7. Attend set meetings times with HBC Pastors.
8. Preach when needed, likely on a monthly basis.
9. Oversee all publications-- newsletter, orders of worship, letters.
10. Live in the general RBC area.
11. Other duties as assigned by supervisor or overseeing committees.