

# Associate Pastor Transition

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## Phase One: June-July (Orientation Phase)

### *Pastor Van Delinder responsibilities:*

- Continues all present administrative responsibilities
- Delegates responsibilities not provided for in new staff configuration. (music, youth)
- Oversees lay-leadership of various ministry areas (ex. Youth—headed by Philip Olt during summer & Music)
- Orients new staff member(s) to job responsibilities
- Informs new staff of decisions he makes
- Attends staff meetings (by phone if necessary)
- Involved in services when in Pensacola

### *Pastor Van Delinder Financial Arrangements:*

- FBC General Budget: Continue present salary package
- Church-planting fund: travel expenses

### *Pastor Wooten responsibilities:*

- Issued keys, credit card, etc.
- Attends staff meetings
- Involved in staff-wide decisions
- Will be briefed on new job responsibilities
- Puts in minimal office hours, as needed

### *Pastor Wooten Financial Arrangements:*

- None- See foot note<sup>1</sup>

## Phase Two: July-October (Training Phase)

### *Pastor Van Delinder responsibilities:*

- Continues present administrative oversight. Gradually delegates responsibilities to Pastor Wooten/Pastor Cotner.
- Oversees lay-leadership of applicable ministry areas.
- Makes appropriate decisions in consultation with Pastor Wooten (or Pastor Cotner if applicable)
- Attends staff meetings (by phone if necessary)
- Involved in services when in Pensacola

### *Pastor Van Delinder Financial Arrangements:*

- FBC General Budget: Continue present salary package
- Church-planting fund: travel expenses

### *Pastor Wooten responsibilities:*

- Puts in some office hours
- Attends staff meetings
- Involved in staff-wide decisions
- Gain exposure and familiarity with all areas of his new responsibilities prioritizing ministries which do not have a lay-leader supervisor

### *Pastor Wooten Financial Arrangements:*

- See footnote

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<sup>1</sup> Pastor Wooten has asked that he not be compensated until at least September and that the salary that is currently allocated to Pastor Van Delinder continue going to him.

## **Phase Three: October –December (On-Job training phase)**

### ***Pastor Van Delinder responsibilities:***

- Weekly (at minimum- by phone if necessary) meeting with Pastor Wooten to coordinate activities and responsibilities
- Attends staff meetings (by phone if necessary)
- Puts in office hours when in town
- Involved in services as needed.

### ***Pastor Van Delinder Financial Arrangements:<sup>2</sup>***

- FBC General Fund: 1/3 of present salary & Benefits
- Church Planting Fund: 2/3 of supported level & Travel Expenses

### ***Pastor Wooten responsibilities:***

- Physical office established at FBC, increased office presence
- Works with Pastor Van Delinder on all areas of responsibility
- Makes decisions in consultation with Pastor Van Delinder

### ***Pastor Wooten Financial Arrangements:***

- 2/3 of Pastor Van Delinder's current salary

## **Phase Four: January 2010- Pastor V's relocation (Consulting Phase)**

### ***Pastor Van Delinder responsibilities:***

- Attends staff meetings (by phone if necessary)
- Provides consultation and advice to new staff

### ***Pastor Van Delinder Financial Arrangements:***

- FBC General Fund: Benefits package
- Church Planting Fund: Support income & Travel Expenses- as support & love offering income allows

### ***Pastor Wooten responsibilities:***

- Takes official responsibility for all ministries under his jurisdiction.
- Assumes oversight and authority over lay-lead ministries (youth, music)
- Consults with Pastor Van Delinder as needed

### ***Pastor Wooten Financial Arrangements:***

- Full salary and benefits in accordance with recommendation of the finance committee and deacons

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<sup>2</sup> There is no intention at the present time to expedite the transition of responsibilities. However, the financial transition may be expedited if conditions allow. If such occurs, Pastor VanDelinder's salary may be transitioned to Pastor Wooten sooner than articulated here, but the financial plan will not be elongated. In short, Pastor VanDelinder will receive a salary no later than the end of 2009.

# Job Description

## Outreach & Visitation Pastor

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### Ministry Focus

#### *Current and expanded outreach ministries of Faith Baptist Church*

- Highways and Hedges
- ABC Outreach
- Youth Outreach
- Special Meeting Outreach
- UWF Campus Ministry
- Spanish Ministry

#### *Follow up ministries of Faith Baptist Church*

- Visitor contacts
  - Cookie Connection
  - Friendship packet and visit
  - Visitor letter and card
  - Connecting with ABC Host and Outreach Director
- Maintenance of visitor data base for future follow up
- Tracking attendance and assimilation

#### *Coordination of visitation among the Faith Baptist Church membership*

- In conjunction with Deacons' Shepherd's List
  - Delinquent members
  - Shut ins
  - Ill
  - Seniors, others living alone
- In conjunction with ABC teams
  - Delinquent members
  - Consistent contact with prospective members
  - Shut ins
  - Ill
- In conjunction with nursery, children's, and teen ministries

#### *Coordination of visitation of prospective attendees*

- Military
- New to the community
- New neighbors
- Lost family and friends

#### *Development of effective flyers, brochures, and other materials for use in visitation and outreach*

## **Leadership development and supervision**

- Serve in oversight of all outreach and visitation ministries of Faith Baptist Church.
- Overseeing, planning, and implementing recruitment, training, development, and evaluation of all involved in the outreach and visitation ministries
- Development of leadership positions and training of leaders in each area of outreach and visitation
- Development of methods of accountability of those in leadership
  - Regular meetings
  - Record keeping
  - Coordination among various ministries

## **Accountability**

- The Outreach and Visitation Pastor is under the direct supervision of the Senior Pastor
- The Outreach and Visitation Pastor is a full and vital member of the Pastoral Staff working for the propagation of the Gospel of Jesus Christ and the strength and advancement of the ministries of Faith Baptist Church
- The Outreach and Visitation Pastor will give monthly reports to the Deacons regarding ministry activities and accomplishments

## **Evaluation and Compensation**

- The performance of the Outreach and Visitation Pastor will be evaluated by the Senior Pastor with consultation from the Deacons and Pastoral Staff
- Compensation and benefits for the Outreach and Visitation Pastor will be determined as per the By Laws of Faith Baptist Church and recommendations by the Senior Pastor, the Deacons, and the Finance Committee

# Job Description, Associate Pastor

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## Ministry Focus

### *Adult Education and Discipleship*

- ABC curriculum and general oversight
- Counseling
- Summer program
- New Believer follow up
- New Member assimilation
- Working with ABC Director
  - Teachers
  - Leadership roles

### *General Oversight of Children's and Youth Ministries*

- Nursery
- Children's Sunday School
- Junior Churches
- Master Clubs
- VBS
- Teen Ministries

### *Assimilation*

- Work with Outreach and Visitation Pastor
- Follow up visits
- New Convert Discipleship

### *Adult and Teen Mission Trips*

### *Technology*

- A/V
- Computers and Networking
- Office Technology
  - Phones
  - Office equipment (Copiers, etc)

### *Service Planning*

- Weekly Services
- Special Services/Programs
- Coordination with Music Director, various ministry heads

### *Long Range Planning*

- Long Range Planning Committee
- Building Committee
- Liaison with architects, contractors, etc.

## **Leadership Development and Supervision**

- Serve in Oversight of all facets of the ministries of Faith Baptist Church
- Overseeing, planning, and implementing recruitment, training, development, and evaluation of all involved in the ministries of Faith Baptist Church
- Development and training of leadership in each area of ministry
- Development of methods of accountability of those in leadership
  - Regular meetings
  - Record keeping
  - Coordination among ministries
  - Establishment of published annual report of all ministries
- Long Range Ministry Planning and Calendar Coordination
  - Establishment and oversight of yearly calendar
  - General office oversight
  - Working with Senior Pastor and Pastoral Staff in establishment of Master Calendar for Long Range Ministry Planning

**Pulpit Supply** – The Associate Pastor will be the primary pulpit supply in the absence of the Senior Pastor. He as well will be given preaching opportunities at various times throughout the year as per schedule established with the Senior Pastor

## **Accountability**

- The Associate Pastor is under the direct Supervision of the Senior Pastor
- The Associate Pastor is a full and vital member of the Pastoral Staff, working for the propagation of the Gospel of Jesus Christ and the strength and advancement of the ministries of Faith Baptist Church
- The Associate Pastor will give monthly reports to the Deacons regarding ministry activities and accomplishments

## **Evaluation and Compensation**

- The performance of the Associate Pastor will be evaluated by the Senior Pastor with consultation from the Deacons
- Compensation and benefits for the Associate Pastor will be determined as per the By Laws of Faith Baptist Church and with recommendations by the Senior Pastor, the Deacons, and the Finance Committee