

**JOB DESCRIPTION – Pastor of Community**  
**First Baptist Church of Roswell**  
**July 2011**

TITLE: Pastor of Community

SUPERVISOR: Senior Pastor

Resumes- Attn: Matt Brooks, Senior Pastor, [mbrooks@fbcroswell.org](mailto:mbrooks@fbcroswell.org)

**AREAS OF RESPONSIBILITY:**

1. Global development, administration and leadership of FBC small groups ministry.
2. Leadership of Team Meetings on Wednesday nights.
3. Leadership in creating new small group venues, which align with the mission and vision of FBC Roswell.
4. Global administration and leadership of FBC Custodians and volunteers.
5. Global administration of Fellowship One

**Pastor of Community: First Baptist Church of Roswell**

1. Primary responsibility (Pastor of Community): Oversee and lead all Bible Fellowship and community aspects of our vision at FBC Roswell. Assist the Senior Pastor in general oversight and leadership of all community aspects for senior staff.
2. Responsibilities are those typically expected of a Pastor of Community. These responsibilities include but are not limited to the following:
  - a. Provide leadership and vision for the community ministries of our church.
  - b. Lead in the contextualization of the Acts 2 church to reach southeast New Mexico.
  - c. Coordinate ministry to support and compliment the church's God given vision to make disciples of all nations. All vision aligns with the mission of the church.
  - d. Work closely with our Senior Pastor in vision that exalts Jesus Christ our Lord and fulfills the vision of our church for biblical community.
  - e. Lead in developing and implementing methodology to support and compliment the various life-stage groups of Bible Fellowship through

relevant curriculum and training. We desire to create relevant sermon based curriculum in order to fulfill the mission of our church. All aspects of Community from birth to Jesus would be the responsibility of the Pastor of Community.

- f. Direct and train the department leaders- directors, teachers, and volunteers- for all Bible Fellowship and small groups.
- g. Provide administrative oversight and organization of all facets of Bible Fellowship and Team Meetings.
- h. Provide oversight and development to expand the scope of outreach at our church.
- i. Create new small groups both on and off campus, which are flexible and focus on multiplying the mission of our church. These groups can meet anytime throughout the week.
- j. Other duties and responsibilities may be determined or developed as needed.

#### ADMINISTRATION:

1. Develop and administer an annual budget for the small groups ministry in accordance with the financial policies of the church.
2. Attend staff meetings and participate in the planning of church programs, including participation in various church committees, programs, and ministries as directed.
3. Coordinate and communicate scheduling of activities and the related use of facilities as needed to minimize conflicts with other groups or events.
4. **Administer leadership and development of FBC custodians.**
5. **Administer leadership and development of FBC volunteer staff**
6. **Administer leadership over Fellowship One technologies.**
7. Perform other responsibilities as determined by the Senior Pastor.

#### PERSONAL AND PROFESSIONAL:

1. Participate in public services and activities of the church in the community.
2. Participate in pastoral visitation as assigned.
3. Participate in church outreach programs, including encouragement and leadership of members in outreach.
4. Maintain a vibrant faith and love relationship with Christ through personal Bible study, prayer, service, and self-improvement.

5. Pursue a program of personal growth and development through denominational programs and extended education as available.
6. Abstain from alcohol, rated R movies, or any other inappropriate substance.