



November 11, 2020

Dear Members of Immanuel Bible Church,

On Wednesday, November 11th at 6:00 PM, the Elders are calling a Special Member Meeting for the purpose of recommending Jonathan Baldwin to the Membership of Immanuel Bible Church to serve as the Associate Pastor for Discipleship & Christian Education. A ballot will be distributed that evening and a vote will be tallied.

The Elders and the Servant Administration Team have conducted interviews with Jonathan. The Elders are recommending him for the open staff position.

Two receptions will be held at Immanuel Bible Church prior to the November 11th meeting for the purpose of introducing Jonathan to the active members. The receptions will be held on November 1st and November 8th at 6:00 PM. We are requesting that members whose last name begins with A-M attend the November 1st reception, and that members whose last name begins with N-Z attend the November 8th reception.

Please find attached the two Pastoral descriptions that have been put together by the Elders: (1) Associate Pastor for Discipleship & Christian Education and (2) Associate Pastor for Ministry Advancement. (Interviews for the Associate Pastor for Ministry Advancement have begun and will continue until a qualified candidate is recommended.)

Thank you for your prayers for the Elders as they seek to fill these open Pastoral positions. Thank you for praying for Jonathan and this up-coming Member Meeting. We look forward in faith as God leads His people at Immanuel Bible Church.

PACKET:

Attached you will find (1) the agenda (2) the Pastoral descriptions that have been put together by the Elders: (1) Associate Pastor for Discipleship & Christian Education and (2) Associate Pastor for Ministry Advancement.

BALLOT ITEM:

Associate Pastor for Discipleship & Christian Education:

Johnathan Baldwin

Elizabeth Schwannecke, Church Clerk

ES/MS

Please bring this packet with you to the November 11 meeting.

Agenda

Additional Member Meeting
Immanuel Bible Church
November 11, 2020 (6:00 PM)

- I. Fellowship
- II. Scripture and Prayer
- III. Establish Quorum
- IV. Review/Approve Ballot Items

Pastoral Job Description

Associate Pastor for Discipleship & Christian Education

Job Description

Qualifications: The Pastoral Staff must meet the qualifications of both church members and church elders given in Immanuel Bible Church's Constitution (article IV, section 2; articles V, section 2). The Pastoral candidate must be a person of renowned good character, possessing spiritual and personal maturity which results in the ability to faithfully lead others in effective ministry. The demands of the Pastoral position requires a sound knowledge of the Scripture, along with exceptional relational, organizational and administration skills and abilities.

1. It is desired that the Pastoral candidate have completed University/Seminary education in Bible or Church/Christian Ministries related program. Seminary Education is preferred.

2. It is desired that the Pastoral candidate have experience in Pastoral/Church ministry and the personal knowledge of having an aptitude for ministry that comes from the testimony of positive affirmation from others.

Overview: The Associate Pastor for Christian Education must have the ability to co-labor with the Pastoral staff in implementing the Mission, Vision, Values and Priorities of Immanuel Bible Church through the development of the various Christian Education ministries of the church. The Associate Pastor for Christian Education must be able to direct the various Christian Education ministries (Nursery, Preschool ministries, Children's ministries, Youth Groups, Adult Education) toward ministry clarity and effectiveness. The implementation of the ministry will be through equipping and empowering key leaders who direct the members of Immanuel Bible Church in the accomplishment of the ministry through a variety of ministry teams. Therefore, the candidate must be gifted in leadership, administration and organization. They must possess the ability to lead teams of people and manage multiple projects effectively and efficiently. The success of the Associate Pastor for Christian Education will be the success of ministry leaders who are under their direction and the overall advancement and flourishing of the comprehensive gospel ministry at IBC.

Responsibilities:

Primary focus of ministry for the Associate Pastor for Christian Education:

- Nursery
- Toddlers / Pre-school
- Comprehensive Sunday AM Children's Discipleship Ministry
- Comprehensive Sunday PM Children's Discipleship Ministry
- Mid-Week Ministries involving Children / Youth (MOM's, etc.)
- Youth Ministry / Jr & Sr High Youth Ministry

- College/Career Ministry
- Adult Education / Bible Studies / Groups
- Special Ministries / Conferences
- Training for Christian Education Workers

Christian Education Ministry Advancement

1. Lead and work collaboratively with the Pastoral Staff, Elders and Servant Administration Team (key ministry leaders) in implementing the Mission, Vision, Values, and Priorities of IBC through the various Christian Education ministries of the Church.
2. Establish, equip, empower, encourage and support the point-person for each Christian Education ministry/ministry team.
3. Provide ongoing evaluation of the effectiveness of IBC's Christian Education ministries with the goal of continuous improvement and ministry advancement. Communicate with the Lead Pastor and Elders regarding the effectiveness of the Christian Education ministries of the church.
4. Plan for and provide leadership and ministry training opportunities for IBC's Christian Education ministry leaders and participants. Create apprentice positions and assist ministry leaders in mobilizing volunteers.
5. Collaborate with the Pastoral Staff and ministry leaders in the daily operations of IBC supported by the IBC office and administrative staff.
6. Collaborate with the Pastoral Staff and ministry leaders in facilitating special Christian Education events and special ministries (camps, outreach events, faith-building excursions, etc.).
7. Be available/flexible for other pastoral functions based on ministry needs (preach, teach, member care, etc.). Perform other duties as assigned by the Lead Pastor and Elder Team.

Associate Pastor for Ministry Advancement

Job Description

Qualifications: The Pastoral Staff must meet the qualifications of both church members and church elders given in Immanuel Bible Church's Constitution (article IV, section 2; articles V, section 2). The Pastoral candidate must be a person of renowned good character, possessing spiritual and personal maturity which results in the ability to faithfully lead others in effective ministry. The demands of the Pastoral position requires a sound knowledge of the Scripture, along with exceptional relational, organizational and administration skills and abilities.

1. It is desired that the Pastoral candidate have completed University/Seminary education in Bible or Church/Christian Ministries related program. Seminary Education is preferred.

2. It is desired that the Pastoral candidate have experience in Pastoral/Church ministry and the personal knowledge of having an aptitude for ministry that comes from the testimony of positive affirmation from others.

Overview: The Associate Pastor for Ministry Advancement must have the ability to co-labor with the Pastoral staff in implementing the Mission, Vision, Values and Priorities of Immanuel Bible Church through the development of the members and the various ministries of the church. The Associate Pastor must be able to understand, articulate and implement the leadership direction established together by the Pastoral Staff and Elders. The implementation of the ministry will be through equipping and empowering key leaders who direct the members of Immanuel Bible Church in the accomplishment of the ministry through a variety of ministry teams. Therefore, the candidate must be gifted in leadership, administration and organization. They must possess the ability to lead teams of people and manage multiple projects effectively and efficiently. The success of the Associate Pastor will be the success of ministry leaders who are under their direction and the overall advancement and flourishing of the comprehensive gospel ministry at IBC.

Responsibilities:

Primary focus of ministry for the Associate Pastor for Ministry Advancement:

- Mission Team
- Music Team
- Men's Ministry
- Facility
- Hospitality / Fellowship
- Welcome Center / Greeters
- Safety / Security
- Ministry Team training opportunities / Conference
- Outreach Team
- Technology Team
- Women's Ministry
- Finance
- First Impressions
- Benevolence

Ministry Advancement

1. Lead and work collaboratively with the Pastoral Staff, Elders and Servant Administration Team (key ministry leaders) in implementing the Mission, Vision, Values, and Priorities of IBC.
2. Establish, equip, empower, encourage and support the point-person for each IBC ministry/ministry team (for both existing and new ministry teams – worship, technology, children, youth, young adult, adult, missions, outreach, service, etc.).
3. Provide ongoing evaluation of the effectiveness of IBC's ministries with the goal of continuous improvement and ministry advancement. Communicate with the Lead Pastor and Elders regarding the effectiveness of the functional ministries of the church.
4. Plan for and provide leadership and ministry training opportunities for IBC's key ministry leaders and participants. Create apprentice positions and assist key ministry leaders in mobilizing volunteers.
5. Collaborate with the Pastoral Staff and ministry leaders in the daily operations of IBC supported by the IBC office and administrative staff.
6. Collaborate with the Pastoral Staff and ministry leaders in facilitating special events and special ministries (missions' conference, outreach events, service projects, concerts, holiday services, etc.).
7. Be available/flexible for other pastoral functions based on ministry needs (preach, teach, member care, etc.). Perform other duties as assigned by the Lead Pastor and Elder Team.