Agape Baptist Church is an ancient-future community, rooted in tradition and looking to the future. Being a moderate Baptist presence in Southwest Fort Worth, we have a legacy of rich worship and missional engagement.

We are in search of an Associate Pastor of Administration and Education to come alongside us in our journey. This person will gain invaluable experience, be involved with hands-on ministry, and experience the love of an extremely sweet congregation.

The ideal candidate will have a pastoral heart, a keen sense of order and organization, a mindful eye to details, and a developmental drive. Seminary training is preferred. Compensation will be commensurate with experience.

Description of Role
The Associate Pastor of Administration and Education will serve the church by overseeing and managing the day-to-day functions of the church and by coordinating and developing the educational ministries of the church with a focus on the children’s ministry and the ESL ministry. This person will report to and work closely with the Pastor.

Areas of Responsibilities
Administration
• Oversee and manage the administration of the church and office
• Serve as the hub of communication for the church

Education
• Provide leadership for the development, planning, and implementation of the children’s ministry
• Serve as Director of ESL program
• Coordinate the adult bible study ministry

Pastoral
• Assist the Pastor with the nurture and care of the congregation
• Lead in various roles of the church’s Sunday worship services
• Serve as a member of the Ministry Council
Specific Responsibilities

Administration

• Oversee and manage the functioning of the church office
  - Serve as a knowledgeable source of information regarding matters of the church
  - Recruit, train, and coordinate with office volunteers
  - Function as receptionist, as needed
  - Oversee all office operations, including office supplies and materials
  - Manage and coordinate the church's calendar and scheduling
  - Maintain accurate records of the church's membership database
  - Maintain orderly church records (updates to bylaws, current ministry team members, meeting minutes and agendas, etc.)
• Serve as the hub of communication for the church
  - Create and send regular communication emails (Agape Weekly, Prayer Reminders, business conference agendas, etc.)
  - Serve at the hub of information regarding member updates (hospitalization, death, illness, etc.)
  - Coordinate with the Minister of Music on preparation and printing of weekly worship guides
  - Coordinate with the Property Chair on maintenance issues and repairs

Education

• Provide leadership in the development, planning, and implementation of the children's ministry
  - Recruit, train, and develop volunteers to serve and love the children of Agape
  - Develop the effectiveness and reach of the current children's ministry
• Serve as Director of ESL program
  - Provide a welcoming presence to participants of the program
  - Coordinate the logistical operation of the program
  - Integrate the ESL program with the life of the church
  - Hire, develop, and schedule childcare workers
• Serve as the adult bible study coordinator
  - Coordinate and develop the bible study leaders
  - Provide curriculum resources as needed
  - Maintain and update a list of current bible studies

Pastoral

• Assist the Pastor with the nurture and care of the congregation
  - Be involved in the development and implementation of the church's vision
• Lead in various roles of the church's Sunday worship services
• Serve as a member of the Ministry Council