



Highland Baptist Church

Position Title: Associate Pastor of Ministry Coordination and Formation

Status: Full-time; FLSA Exempt

Reports To: Pastor

Location: Louisville, KY

Position Summary

(1) Oversees the implementation of strategic planning and **church-wide programming**; (2) Provides vision and leadership for **adult spiritual formation**; (3) **Manages operations of staff members**; (4) Oversees stewardship of **church finances and administration** (5) Other **pastoral duties** as assigned by the Pastor, including **regular worship leadership**

What You'll Do

Area 1: According to the vision and direction set by the Pastor with the Ministry Council, oversees the implementation of strategic planning and church-wide programming that guides the church to fulfill its mission

- Responsible for long-term planning and implementation as a delegated responsibility from Pastor
- Responsible for coordinating church-wide events and programming planning and operations
- Serves as staff liaison to Congregational Engagement Ministry Group, working with all ministry group leaders and trustees to determine meeting cadence, training, recruitment, and rotation of members
- Works with office staff on regular management and updating of church databases to create a church-wide membership resource

Area 2: Provides vision and leadership for adult spiritual formation

- Coordinate, train, and offer support to adult Bible study classes, providing vision to this space/time and helping to expand opportunities beyond Sunday mornings to integrate the entire congregation

- Coordinate and offer support for other adult spiritual formation opportunities, including Wednesday nights, to build a more robust time of connection and spiritual growth
- Coordinate communication of Adult Spiritual Formation opportunities to the congregation

Area 3: Supervise support staff & manage operations of ministerial staff

- Through the delegated authority of the Pastor and in conjunction with the Personnel Ministry Group, responsible for general church operations, which includes project and resource management and schedule management of pastoral staff
- Supervisory responsibilities of non-pastoral staff
- Responsible for supporting pastoral staff in creating and working towards goals
- Ensures the office is regularly staffed in order to foster a space of welcome and hospitality for the church and community

Area 4: Oversee stewardship of church finances and administration

- Analyzes financial data and advises the Pastor on significant trends
- Serves as staff liaison to Finance and Faithful Giving Ministry Groups to coordinate details related to Highland's ongoing finances, budget, fundraising, and end-of-year giving needs
- Works with all staff on their areas of budgeting and spending
- Supervises the financial secretary to ensure records are up-to-date and accurate

Minimum Requirements

- Bachelor's Degree, required
- Master of Theology or Divinity required, or equivalent experience
- Full affirmation of Highland's progressive theology and mission, vision, and core values
- At least 5 years experience in managing programming/operations for a church or non-profit setting, required
- Experience coaching and managing a team and individuals
- Ability to work collaboratively with church staff, volunteers, and members
- Love and compassion for people from a diversity of backgrounds
- Ability to affirm and support Highland Baptist Church affiliations. Prior experience with and knowledge of these affiliations/traditions is a plus: Cooperative Baptist Fellowship, Alliance of Baptists, the Baptist Joint Committee for Religious Liberty, Baptist Peace Fellowship, Baptist Seminary of Kentucky as well as local organizations that support anti-racism efforts, migrant/refugee care and welcome, and LGBTQ+ inclusion

Preferred Qualifications

- Finance and prior personnel management experience
- Strong organizational and leadership skills
- Excellent communication and interpersonal skills
- Understanding of the legal and financial aspects of managing a church
- Proficient in Microsoft Office, especially Excel and other relevant software programs

NOTE: This job description is not intended to be all-inclusive. Associate Pastor will perform other related duties as assigned to meet the ongoing needs of the church.

Apply Now: To apply to this job please submit a resume and statement of interest (in lieu of a cover letter) that answers the questions below via email to pastorsearch@hbclouisville.org. Please indicate if you have been referred to this role in your email.

Questions for Statement of Interest:

Why do you feel the call to this role and to Highland Baptist Church?

What about your current and past work experience makes you a great fit for this role?

Applications will be accepted through October 15, 2024.