

Job Title: Administration and Education Pastor

Denomination: Southern Baptist

Location: Staunton, VA

Position Type: Full-time

Qualifications:

- Preferred Master of Arts (MA) or Master of Divinity (M.Div.) in Christian Education
- Preferred Administrative experience in a Southern Baptist Church

Overview:

Calvary Baptist Staunton is seeking a passionate and dedicated Administration and Education Pastor to join our team. The ideal candidate will have a strong educational background in Christian education and administrative experience within the Southern Baptist tradition. He will play a crucial role in shaping our Sunday School program, coordinating church activities and meetings, and supporting our vision to strengthen our congregation's spiritual growth.

Responsibilities:

1. Sunday School Structure:

- Organize and oversee an effective Sunday School structure, ensuring it aligns with the church's mission and goals.
- Collaborate with teachers and volunteers to oversee age-appropriate curriculum and educational materials.
- Regularly assess and enhance the effectiveness of the Sunday School program.

2. Administrative Support:

- Assist in the administration of church activities and meetings, working closely with the pastor and other church leaders.
- Ensure efficient scheduling, communication, and logistics for church events.
- Maintain a well-organized church calendar and coordinate with various committees.

3. Vision Implementation:

- Embrace and carry out the vision and direction set by the pastors.
- Collaborate with church leadership to align educational and administrative initiatives with the overall mission of the church.
- Continually evaluate progress and make adjustments as needed to support the church's vision.

4. Teacher Recruitment and Support:

- Oversee the recruitment, training, and ongoing support of Sunday School teachers and volunteers.
- Provide resources and mentorship to teachers, enabling them to excel in their roles.
- Foster a sense of community and teamwork among teachers and volunteers.

5. Curriculum Development:

- Assist in identifying curriculum needs for various age groups within the church.
- Research, select, and adapt curriculum materials to ensure they align with Southern Baptist doctrine and the needs of the congregation.
- Ensure that curriculum is theologically sound and relevant to the diverse needs of the church.

6. Committee Facilitation:

- Facilitate the needs of various church committees, offering administrative support, guidance, and coordination.
- Collaborate with committees to achieve their goals and maintain alignment with the church's mission.

7. Organization and Efficiency:

- Maintain a high level of organization and efficiency in all aspects of the role.
- Implement best practices and streamline administrative processes.
- Assist in budgeting and financial oversight related to education and administrative needs.

Qualities and Skills:

- Strong commitment to the Southern Baptist tradition and church doctrine.
- Excellent organizational and administrative skills.
- Effective communication and interpersonal abilities.
- A heart for education and spiritual growth within the church.
- Proficiency in curriculum development and resource selection.
- Leadership and mentoring capabilities.
- Ability to work collaboratively with church leaders, committees, and volunteers.
- Highly organized and detail oriented.

How to Apply:

Interested candidates should submit their resume, cover letter, and references to search@cbcstaunton.org by February 1, 2024. Please include "Administration and Education Pastor Application" in the subject line.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

Calvary is an equal opportunity employer and welcomes applicants from all backgrounds and experiences. We are committed to fostering a work environment that reflects the vibrant tapestry of our congregation.