

## **Job Description:**

### Position Description

**The Administrative Pastor** is asked to shepherd God's people, working closely with elders, administrative team and ministry leaders as he assumes the responsibility to administrate and execute the ministries of the church in alignment with the mission and vision of IBC Cologne. Primary areas of responsibility are shepherding, administrative oversight, and organizational development.

### Position Responsibilities

#### **1. Shepherding**

- Aid the lead pastor in bringing training and oversight to the Life Group leaders that will ensure health and growth of the small group ministry of IBCC.
- Help develop and execute curriculum for TBT (Through the Bible Together).
- Participate in preaching in coordination with the Lead Pastor.
- Provide for Pastoral counseling as able.
- Provide oversight for weddings, baby dedications, grief counseling, and funerals as able.

#### **2. Administrative Oversight/ Organizational Development**

- Partner with the lead pastor to provide leadership, training, and direction to the Ministry Leaders to help ensure they are functioning in unity as a body under the authority of the Elder Board.
- Provide leadership and support to the Administration Team.
- Provide leadership to the church finance team and oversee the annual meeting process.
- Create structures that help organize the church members participate in building the body, focused both inward and outward.

### Candidate Requirements

- Must meet the biblical qualifications listed in 1 Timothy 3:2-7 and Titus 1:5-9
- Must have a teachable spirit.
- Must be a good example of a godly servant-leader and maintain proper motives in his ministry. (1Peter 5:1-4)
- Must be gifted by God to fulfill his leadership role as a pastor-administrator who is seeking to equip the saints for service. (Ephesians 4:11-12)
- Must deeply love God and sincerely cultivate his relationship with the Lord. (Matt; John 15:4-5; 21:15-17)
- Bachelor's degree or certificate of formal training.
- If candidate does not have a formal background in Biblical studies, he must be willing to take classes to develop his competency of scripture and pastoral ministry.
- A strong vision for discipleship.
- A demonstrated ability to teach the word and train up leaders.
- Experience in leading others.

- Must agree with IBCC's doctrine and live out its vision and mission.

### **Salary**

The salary for this position depends on the qualification, experience, and need of the person that is hired. That being said, the starting salary will not exceed 50,000 Euros per year (Gross). Should the person hired need more training, the cost for education will be included in the package offered.

Applicants can send their resume to [secretary@ibc-cologne.com](mailto:secretary@ibc-cologne.com).