

FAITH, LOVE, COMPASSION

St. Matthew Baptist Church

126 Washington Avenue

Bridgeport, CT 06604

Tel: 203.414.9366

Pastor Aaron M. Best, Founding & Senior Pastor

[www.stmatthewbaptist.org](http://www.stmatthewbaptist.org) / st.matts@aol.com / <http://facebook.com/stmattbaptist>

November 10, 2023

Rev. Jennifer Davis

Director of Supervised Ministry

Yale Divinity School

409 Prospect Street

New Haven, CT 06511

Dear Rev. Davis,

 The following jobs are open at St. Matthew Baptist Church I’d like to post with Yale Divinity School:

Associate Minister

Job Description:

Assist the Senior Pastor with performing the duties of Sunday worship service.

* Preach when assigned
* Work with the ministerial staff
* Fill in when the Senior Pastor is absent
* Participate in staff meetings
* Participate in Sunday Worship Service
* Be available to assist with funeral and weddings if needed

“Go thereforeand make disciples of all the nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit” (Matthew 28:19/NKJV).



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Worship Leader

Job Description:

The worship leader will guide Sunday worship service according to the order of service and coordinate with the Senior Pastor. Be able to speak clearly and effectively

Bible Study Teacher

Job Description:

 The Bible study teacher will prepare and teach weekly virtual Bible study classes and coordinate with the Senior Pastor. Motivate and lead students to accept God's gift of salvation, help them grow in their faith, and guide them to a realization of their worth in Christ.

Administrative Assistant

Job Description:

 The Administrative Assistant is responsible for providing professional administrative and clerical support for the pastoral staff.

* Participate in staff meetings
* Compose or transcribe emails and calls
* Keep accurate church records (baptismal, marriage, funeral, ordination, newsletters, mailings list, keep a list of hospitalized disciples, birthdays, deaths, etc..)
* Maintain primary calendar of events
* Use of desktop publishing software to prepare bulletins, newsletters, Flyers
* Order/maintain office and administrative supplies

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ASL Interpreter for the Deaf

Job Description:

 The ASL interpreter for the deaf is responsible for interpreting the sermon, songs, announcements, and other communications during church service and occasionally during special events.

 It is encouraged to visit our church website at [www.stmatthewbaptist.org](http://www.stmatthewbaptist.org). For more information on the open positions; hours, and compensation, please contact St. Matthew Baptist Church at 203-414-9366 or by email at st.matts@aol.com.

Sincerely,

Pastor Aaron M. Best

Pastor Aaron M. Best

Founder and Senior Pastor

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