


REMINDER: We'll vote Sunday morning at 11:30 AM.

 POSITION DESCRIPTION MOUNT VERNON BAPTIST CHURCH

JOB TITLE	Administration and Discipleship Pastor - Full-time position <b>DRAFT</b>
REPORTS TO	Senior Pastor

**OVERVIEW**

The Pastor of Administration and Discipleship will help our church live out its calling to be a people rooted in Christ, growing together, and sent into the world with the gospel. This role blends steady administrative leadership with a shepherd's heart, ensuring that our ministries run smoothly while our people are intentionally formed into Christlikeness.

This pastor helps create environments where discipleship is clear and accessible, relationships are nurtured, and the church's mission is lived out with joy, order, and faithfulness.

As a follower of Christ:  
The Pastor of Administration and Discipleship will foster and deepen a relationship with Christ in the following ways:

1. Be in the Word regularly for spiritual nourishment.
2. Follow the commands of God's Word, such as living justly and loving mercy, tithing, humility in serving others, worshipping alone and with others, demonstrating a mature and growing relationship with God through Jesus Christ, evident in both personal and ministry relationships.
3. Be in close communication with God through prayer.
4. Be led by God's Spirit in all matters; at home, in ministry, and in all relationships.
5. Lead ministry in a way that reflects personal integrity, spiritual discernment, and a commitment to honor God in all that we do.
6. View this position of service to the Church and our community as ministry unto the Lord.

**DUTIES & RESPONSIBILITIES**

1. Administrative Support: (40%)
  - Lead the administrative life of the church with steadiness, clarity, and attention to detail.
  - Oversee the office and administrative staff, ensuring pastoral care and guidance to support church-wide operations.
  - Oversee office systems, communication pathways, scheduling, and weekly operational flow.
  - Support staff and volunteers by creating simple, sustainable structures that help ministries thrive without unnecessary complexity.
  - Ensure that policies, finances, and organizational practices are managed with integrity and transparency.
  - Maintain a high level of organization and efficiency in all aspects of the role.
  - Aid in budgeting and financial leadership while implementing best practices and streamlining administrative processes.

[Click here](#) to view the position description for the proposed Administration and Discipleship Pastor.

# MV NEWS

MOUNT VERNON BAPTIST CHURCH

BOONE, NC

Philip King, Senior Pastor

CONNECT | CREATE | CARRY

May 16, 2026



SUNDAY, MAY 17

MORNING SCHEDULE

WORSHIP SERVICES - 8:30 & 10:00 AM

LIFE GROUPS - 8:30 & 10:00 AM

Mount Vernon Family,

This Sunday we'll be studying **Colossians 4:7-9**. This passage highlights the importance of faithful kingdom co-workers through the examples of Tychicus and Onesimus. We'll see how God uses willingness, and everyday acts of faithfulness to change lives through the gospel.

As a reminder, we'll be meeting this **Sunday @ 11:30am** to discuss the proposed job description for a Pastor of Administration & Discipleship, as well



as finalize Pastor Bud's new job description as our Pastor of Member Care. We are deeply thankful for his faithful service and are grateful that he'll continue ministering to our church family.

As always, if you have any questions, please don't hesitate to [contact me](#).

Love in Christ,  
Pastor Philip

## CHURCH FAMILY MEETING COMING UP ON MAY 17

Church family, please mark your calendars and plan to join us for our next Church Family Meeting on Sunday, May 17, at 11:30 AM in the Worship Center, following the morning worship services.

A [preview of the agenda](#) is attached, and additional reports will be linked as they become available in preparation for the meeting.

If you have questions regarding the proposal to begin a search for an Administrative and Discipleship Pastor, please submit them to [office@mvbcb.org](mailto:office@mvbcb.org).

[Click here](#) to view the position description for the proposed Administration and Discipleship Pastor.



Church Family Meeting  
Second Quarter 2020  
9/17/20 11:30 AM  
AGENDA

- Welcome & Prayer
- Approval of Agenda\*
- Approval of Minutes\* from past Business Meeting
- Membership Report\*
- Treasurer's Report Church Treasurer
- Elders and Personnel Team Motion
- Administration and Discipleship Pastor - [Full time position](#)
- Associate Pastor of Member Care - [Part-time Position](#)
- Business Conference Adjourn\*

\*The church will vote.

### POSITION DESCRIPTION MOUNT VERNON BAPTIST CHURCH

JOB TITLE	Administration and Discipleship Pastor - Full time position <a href="#">Click!</a>
REPORTS TO	Elder/ Pastor

**OVERVIEW**  
The Pastor of Administration and Discipleship will help our church live out its calling to be a people united in Christ, growing together, and out into the world with the gospel. This role blends ability, administrative leadership with shepherd's heart, ensuring that our ministerial run smoothly while our people are intentionally formed into Christlikeness.

This pastor helps create environments where discipleship is clear and accessible, relationships are nurtured, and the church mission is lived out with joy, order, and effectiveness.

As a member of Christ, the Pastor of Administration and Discipleship will foster and deepen a relationship with Christ in the following ways:

1. Be in the Word regularly for spiritual nourishment.
2. Follow the commands of God's Word, walk in integrity and holiness, offering humility in serving others, welcoming a slow and soft spirit, demonstrating a mature able growing relationship with God through Jesus Christ, evident in both personal and ministry relationships.
3. Be in close communion with God through prayer.
4. Be led by God's Spirit in all matters, at home, in ministry, and in all relationships.
5. Lead ministry in a way that reflects personal integrity, spiritual discernment, and a commitment to honor God in all that we do.
6. Use the position of Pastor to the Church and our Community in ministry unto the Lord.

#### DEUTS & RESPONSIBILITIES

1. Administrative Support (80%)
  - Lead the administrative life of the church with an address, clarity, and attention to detail.
  - Challenge the office and administrative staff, ensuring pastoral care and guidance to support churchwide operations.
  - Manage office supplies, communication pathways, scheduling, and weekly operational flow.
  - Support staff and volunteers by creating simple, sustainable structures that help ministries thrive without excessive complexity.
  - Ensure that policies, processes, and organizational practices are managed with integrity and transparency.
  - Maintain a high level of organization and efficiency in all aspects of the role.
  - Act in budgeting and financial leadership while understanding their practices and streamlining administrative processes.

## NOMINATIONS WILL OPEN FOLLOWING VOTE

Should the proposed Administration and Discipleship Pastor position be approved at the May 17 vote, we hope to move quickly to form a search team. Church family, please begin praying about who you might nominate.

On the ballot, you will have the opportunity to nominate church members to serve on the Search Team, or afterward, nominations may be submitted to

[office@mvcvb.org](mailto:office@mvcvb.org). The nominations will be open May 17–24. Please be sure to speak with your nominee before submitting their name.

[Click here](#) to view the proposed job description for Pastor Bud Russell's part-time role as Pastor of Member Care.

There is no search needed for this position as Pastor Bud's plans are to continue in this role. :) We are simply updating the position description to match the role.

POSITION DESCRIPTION MOUNT VERNON BAPTIST CHURCH	
JOB TITLE	Associate Pastor of Member Care - Part-time Position <b>UNFT</b>
REPORTS TO	Senior Pastor
<b>OVERVIEW</b>	
The Associate Pastor of Member Care at Mount Vernon Baptist Church (MNBC), the Church's shall give administrative leadership to the Member Care Ministry and offer consultation & assistance to other ministries.	
As a Minister of Christ:	
The Associate Pastor of Member Care will foster and deepen a relationship with Christ in the following ways:	
1. Be in the Word regularly for spiritual nourishment.	
2. Follow the commandments of God's Word, such as being joyful and being merciful, loving, humble in serving others, worshipping alone and with others, demonstrating a mature and growing relationship with God through Jesus Christ, seeking to have personal and ministry goals/abilities.	
3. Be in close communication with God through prayer.	
4. Be led by God's Spirit in all matters, at home, in ministry, and in all relationships.	
5. Lead ministry in a way that reflects personal integrity, spiritual discipline, and a commitment to honor God in all that we do.	
6. View this position of service to the Church and our community as ministry unto the Lord.	
<b>DUTIES &amp; RESPONSIBILITIES</b>	
1. Oversee the Member Care Ministry, with particular focus on Senior Adults.	
2. Maintain regular communication with the Deacons and collaborate with Deacons, Elders, and Pastors on member care needs.	
3. Provide pastoral counseling and facilitate support groups related to grief, marriage, and other.	
4. Create, update, and distribute Member Care Report to communicate appropriate prayer needs with staff and the Church.	
5. Work with the Counseling Center Coordinator to provide general oversight of the counseling ministry, assist with counseling, and ensure all contractual agreements remain current.	
6. Encourage Life Groups and Deacons to maintain regular contact with members who are hospitalized, chronically ill or unable to participate in church life in person.	
7. Provide administrative and spiritual leadership to Senior Adult Ministries by identifying and addressing needs, and by engaging senior adults in outreach, missions, and evangelism opportunities.	
8. Coordinate with Ministerial and Support Staff to ensure biblical care for members and prospects during times of crisis and need.	
9. Coordinate funeral arrangements, meal support, and officiate services as needed.	
10. Serve as a member of the MNBC Ministry Staff by performing weddings, baptisms, pastoral/clinical obligations, and other services as scheduled through the Senior Pastor's Office.	

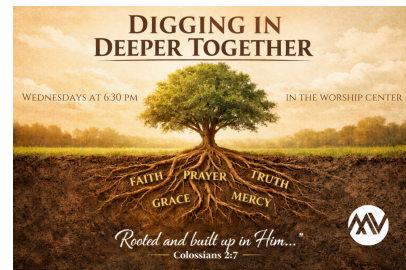
## WEDNESDAY EVENING BIBLE STUDY

Join us this Wednesday, May 20, for our last *Digging Deeper* session for this semester.

Led by our Elders | Worship Center

### Digging In Deeper Together

Join us as the Mount Vernon Elders lead us in a deeper dive into God's Word. Each week we will build on Pastor Philip's recent teachings, taking time to explore the Scriptures more fully, ask questions, and grow together in understanding and faith.



Come ready to learn, discuss, and be encouraged as we seek to become "rooted and built up in Him." (Colossians 2:7)

## FELLOWSHIP WITH US

Coffee/snacks/etc will be available in the education lobby starting at 6pm, and we'll move to the Worship Center to begin Bible study at 6:30.

## WORSHIP MINISTRY

Click on the image below and enjoy these songs this week as you prepare your heart for worship.

Mount Vernon Baptist Church

# Songs for Sunday

Praise

Crown Him With Many Crowns

Living Hope

Trust In God

Great Is Thy Faithfulness

Goodness of God



A NIGHT OF WORSHIP COMING SOON

Thursday, May 21 | 6:30 | Worship Center

MV WORSHIP

PSALMS, HYMNS &  
SPIRITUAL SONGS

A NIGHT OF WORSHIP

THURSDAY, MAY 21 - 6:30 PM  
WORSHIP CENTER

Our souls were made for awe that results in worshipful response to God. One of the ways God made us to respond is through singing to Him.

*Oh sing to the Lord a new song; sing to the Lord, all the earth! Sing to the Lord, bless his name; tell of his salvation from day to day. Declare his glory among the nations, his marvelous works among all the peoples! - Psalm 96:1-3*

Join us on **Thursday, May 21, at 6:30 in the Worship Center**. We will worship together through scripture, some old songs, and some new songs that the Lord is giving through our MV Worship team.

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## GLOW+AWANA CELEBRATION NIGHT

Wednesday, May 27, 6:30 PM | Worship Center

The graphic is split into two main sections. The left section has a black background with the word "GLOW" in large, yellow, block letters, where the letter "O" is replaced by a glowing yellow lightbulb. Below this is the Awana logo, which features the word "Awana" in a stylized, yellow, bubbly font with a black outline, set against a background of four colored squares (blue, yellow, red, green). Underneath the logo is the tagline "Because Kids Matter to God" in a smaller, white font. The right section has a white background with colorful confetti streamers. It contains the following text in blue: "Join us for a time of CELEBRATION!", "Wednesday, May 27 6:30 PM", "Worship Center", and "Refreshments will follow in the Meadowview Room".

**Join us for a time of CELEBRATION!**

**Wednesday, May 27  
6:30 PM  
Worship Center**

**Refreshments will follow in the Meadowview Room!**

Church Family, we want to invite you to join us in celebrating what God has done this year in our children through music, worship, and scripture memory!

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## VBS VOLUNTEER SIGN UP

The graphic features a lush green rainforest background with various tropical plants and flowers. At the top, the text "VOLUNTEER TODAY!" is written in a bold, red, sans-serif font. In the center is a wooden signpost with the words "RAINFOREST FALLS" in large, stylized letters. "RAINFOREST" is in green and "FALLS" is in blue. Below the signpost, the text "Exploring the Nature of God" is written in a yellow, cursive font. At the bottom, the text "SIGN UP IN THE EDUCATION LOBBY OR CONTACT MRS. FLO" is written in a bold, red, sans-serif font.

**VOLUNTEER TODAY!**

**RAINFOREST FALLS**

Exploring the Nature of God

**SIGN UP IN THE EDUCATION LOBBY  
OR CONTACT MRS. FLO**

Contact Mrs. Flo to Volunteer

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## FOSTER CONNECTION

May is Foster Care Awareness Month



FOSTER CONNECTION advocates for children in the High Country. Stop by our table in the Ed Lobby this month to learn more about Foster Connection and pray for children currently in foster care. You can take a paper child representing a child from our county. While names cannot be shared, birthdays are included. Please take one and be that child's prayer warrior!

## WOMEN'S MINISTRY

Click the image below for more info or to register.



# Do You Want to Flourish in Motherhood?

Join Us Wednesdays This Summer  
As We Seek Biblical Guidance and  
Practical Wisdom for the  
Motherhood Journey



Meets Wednesdays From 10:00-11:30 AM  
starting June 3rd  
Cost is \$30 per mother  
(Scholarships Available)  
Childcare Available For Ages 6 weeks to PK

Topics include:  
I Am More Than a Mom  
I Am "Just" a Mom  
I Am Alone in Motherhood  
I Am a Bad Mom  
I Am Not Enough



## A SEASON OF CELEBRATION



*Jesus Christ is the same yesterday, today, and forever. Hebrews 13:8*

### **MT. VERNON--160 YEARS!**

Mt. Vernon Baptist Church is now 160 years old! We praise the Lord for this significant milestone and His faithfulness through the generations.

We are now in a special **Season of Celebration**—reflecting on all the Lord has done throughout the life of our church and looking ahead with great anticipation to all He will continue to do through this fellowship of believers.



#### MARK YOUR CALENDAR

Make plans now to join us **August 29–30** as we gather for a very special weekend celebration of our 160th anniversary. It will be a time of music, food, and fellowship as we worship the Lord and give thanks for His faithfulness to Mt. Vernon through the years. And we're looking forward to Pastor Allan Blume being with us that weekend!

#### STAY TUNED

Details are taking shape, and as part of this Season of Celebration we are preparing a series of special videos that reflect on our church's history and stories. These will be shared throughout the weeks ahead and also posted on our church website, [mvbcboone.org](http://mvbcboone.org). Check out the [webpage](#) dedicated to our anniversary, where the videos will be linked. [Click here](#) to view the first video.



#### DO YOU HAVE MT VERNON HISTORY TO SHARE?

As we prepare to celebrate Mt. Vernon's 160th anniversary, our Planning Team would love your help in telling the story of God's faithfulness through the years. If you have photos, videos, or special memorabilia, we'd be excited to see them!

You can email digital items to [office@mvbcb.org](mailto:office@mvbcb.org), or bring physical photos to the church office—we'll gladly make copies and return them to you. Please be sure all items are labeled with your name and phone number.

Thank you for helping us celebrate where we've been as we look forward to all God has ahead!

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## YOUTH SUMMER CAMP REGISTRATION



We have some great changes for summer camp this year! Our goal for summer camp has always been to make disciples. When possible, we love to use local and regional mission opportunities to fulfill that goal. With that in mind, we are changing things up for 2026.

This year, summer camp will be right here in beautiful Boone and will focus on mission opportunities throughout our community, ranging from disaster relief to local VBS opportunities and much more. We are bringing in a great camp speaker and are planning all kinds of competitions, fun activities, and even a day at Carowinds.

This year's theme is “**Faith over Fear**,” taken from Isaiah 41:10.  
Isaiah 41:10 - ***Fear not, for I am with you.***

[Sign Up for Youth Camp](#)

[Adult Volunteers for Camp Click Here](#)

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A GREAT OPPORTUNITY TO SERVE...



Mount Vernon, your help is needed at the concession stand! This is a great service opportunity and a wonderful way to connect with our community! Please sign up to help us if you can!

ON THE JOB TRAINING PROVIDED! NO EXPERIENCE NECESSARY!  
A (VOLUNTEER) JOB WITH REWARDING BENEFITS!

[Equip Concessions Sign UP](#)

CONNECTING 101 NEW MEMBERS' CLASS  
JUNE 14 | 9:45 am | ROOM 1103-1104

Join Our Connecting 101  
New Members' Class

June 14 | 9:45 AM | Room 1103/04

Discover your place and connect with  
friends in our church family

[CLICK HERE TO REGISTER](#)

SUNDAY MORNING, JUNE 14 | 9:45 AM | ROOM 1103/4  
**Connecting** 101 NEW MEMBERS CLASS

Interested in or curious about church membership? Sign up for our Connecting 101 New Members Class.

C-101 is an informative session about our church, staff, mission, and beliefs. It allows us the great privilege of getting to know you better, and it is a requirement for membership at Mount Vernon.

Questions? Feel free to call us in the church's main office at 828.266.9700.

*LIFE GROUP LEADERS AND CHURCH MEMBERS: Please share information about C 101 with folks you know who are newer to our fellowship, as they may not yet have signed up for these emails.*

[Register for C-101](#)

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## BAPTISM



[Baptism Interest Form](#)

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[MV Library Online](#)

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# VOLUNTEERS NEEDED

Rutherford Mission Feeding Site

Mount Vernon will be serving meals Monday–Friday during the second full week of each month, and we'd love for you to be part of it!

- ✓ Sign up on the volunteer sheet (or online)
- ✓ Invite a friend or serve as a family

*Thank you for helping us serve our community in a meaningful way!*

## **MV LIFE GROUPS, HELP FEED THE VOLUNTEERS WHO ARE HELPING OUR COMMUNITY REBUILD HELP NEEDED SECOND WEEK OF MAY**

Mount Vernon,

Our Mission Committee is excited to share an opportunity for our Life Groups to serve with **Baptists on Mission's Hurricane Helene Boone Rebuild at Rutherford Baptist Church**. Our church has committed to providing volunteer teams to serve meals during the second full week of each month.

Volunteers (read your name here;) will help prepare breakfast (served at 7:00 a.m.) or dinner (served at 6:00 p.m.), Monday through Friday. Meals are simple, with many items prepackaged, and all groceries are provided on-site. No special skills required — we need willing hands! :)

Life Groups are encouraged to sign up or partner with another group to serve together. Orientation will be available for those who are new to this opportunity, and experienced volunteers can visit classes to answer questions.

To participate, please contact Pam Riley in the church office ([office@mvbcb.org](mailto:office@mvbcb.org)) with your group's preferred month.

**Be the hands and feet,  
come serve with us!**

**Feeding Teams  
Needed!**

**2ND WEEK OF  
EACH MONTH**

**Feeding team responsibilities:**

- ✓ Breakfast served at 7 AM
- ✓ Dinner served at 6 PM
- ✓ Menu provided
- ✓ Supplies provided

All meals served at Rutherwood Baptist  
142 Don Hayes Rd

**FOR MORE INFORMATION  
Contact Amanda Beane**

 910-857-1118

 [boone.rebuild@ncmissions.org](mailto:boone.rebuild@ncmissions.org)



**MARK YOUR CALENDAR FOR THE GRADUATION RECOGNITION  
SERVICE**

**Sunday, May 31 | 6 PM | Worship Center**

# GRAD SUNDAY

*May 31, 2026*

6 pm in the Worship Center

Graduation Sunday is a big deal around here! It's a night where we celebrate all that God has done and will do in the lives of our graduating seniors. This year, Grad Sunday will be on May 31, starting at 6 pm in the sanctuary. There will be a reception to follow. Join us to encourage these students as they mark this milestone moment!

MARK YOUR CALENDAR FOR VBS!



**VBS 2026!**

Come join the  
FUN at

**RAINFOREST  
FALLS**

Exploring the Nature of God

June 29 – July 2  
9:00 – 12:15

Tithes & Offerings

[Give Online](#)

Prefer to send your tithes and offerings to the church?  
You may mail to:  
**Mount Vernon Baptist Church**

3505 Bamboo Road  
Boone, NC 28607

Gifts can be given through Mount Vernon for Helene Disaster Relief

Helene Disaster Relief

### Weekly Financial Report for 5/10/26

#### & Year-to-Date:

Tithe Needs - \$46,218.48

Tithe Gifts 5/10/26 - \$84,895.61

YTD Budget Needs - \$878,151.12

YTD Gifts - \$922,978.08

#### MVBC MAIN OFFICE HOURS

Monday - Thursday 8:30 - 4:30

Friday - 8:30 - 1:00

When weather affects our schedule, we send out MV News updates and post to our [website](#), [Facebook](#), and [Instagram](#) profiles.



Mount Vernon Baptist Church | 3505 Bamboo Road, Boone, NC 28607  
Connect with us.



Mount Vernon Baptist Church | 3505 Bamboo Road | Boone, NC 28607 US

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