

Providence Presbyterian Church

Job Description & Assessment Form

[approved by the Session on June 1, 2009]

Job Title	Assistant Pastor
Qualifications	<ol style="list-style-type: none">1. Demonstrates an active relationship with Jesus Christ and maintains a profession of faith consistent with the doctrine of the PCA2. Ordained Teaching Elder in the Presbyterian Church in America3. Gifting as a pastor/shepherd with a heart for the youth and the entire church4. Ability to maintain a vital relationship and link with the senior pastor
Job Purpose	To assist the senior pastor to fulfill his role as the primary spiritual leader and pastor/teacher of the church. Provide leadership to and/or direct Youth Ministries and Christian Education. Support and assist with the outreach and evangelism ministries.
Position Responsibilities	<ol style="list-style-type: none">1. Support the Senior Pastor in teaching and preaching ministries as requested2. Lead and coordinate Youth Ministries3. Direct Christian Education Ministry Team4. Coordinate and oversee outreach and evangelism with assistance from the Outreach Ministry Team5. Assume pastoral duties in the absence of the senior pastor6. Provide assistance to and perform other duties assigned by the Senior Pastor
Accountability	Hired by the Session in conjunction with the Senior Pastor; reports to and evaluated by the Senior Pastor and one elder designated by the Session.

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The Assistant Pastor shall be evaluated annually based upon the following:

General Staff Expectations:

1. Demonstrates the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance and punctuality
2. Meets everyday stress with emotional stability, objectivity and optimism
3. Maintains a personal appearance that accords with his Christian role
4. Speaks with clear articulation and uses acceptable English in written and oral communication
5. Respectfully submits to and is loyal to the session and senior pastor
6. Notifies the senior pastor and session of any policy he is unable to support
7. Maintains appropriate control over confidential information

Specific Position Expectations:

8. Supports the Senior Pastor in teaching and preaching ministries
9. Leads and coordinates youth ministries
10. Directs Christian Education Ministry Team
11. Leads and/or supports in the visitation and counseling ministries of the church
12. Coordinates and oversees outreach and evangelism with assistance from the Outreach Ministry Team
13. Assumes pastoral duties in the absence of the senior pastor
14. Provides assistance to and performs other duties assigned by the Senior Pastor

Key to Evaluation:

- 4 – Superior
- 3 – Professional, satisfactory performance, meets the standards
- 2 – Marginal; areas where improvement is needed
- 1 – Unacceptable
- 0 – No Evidence, information or data

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Commendations

Improvement Goals and Plans for the next year

Comments from the Senior Pastor

Comments from the Session

Comments from the Assistant Pastor

I have reviewed and discussed this evaluation with the Senior Pastor and Elder
_____.

Signature _____ Date: _____
Assistant Pastor

[Signature on this evaluation does not necessarily mean that the Assistant Pastor agrees with it, but that he has participated in the evaluation and had an opportunity to discuss it.]

Senior Pastor _____ Date: _____

Elder Present _____ Date: _____

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Location:

311 Parker Road, Salisbury, MD. We are a member of the Presbyterian Church in America.

Please visit our website at www.providencesalisbury.org.

Please submit your resume via email to Jeff Badger (JBADGER@longbadger.com) and a link to a biography if applicable (i.e. facebook, myspace, personal blog, etc.)