

Assistant Pastor – Job Description

Purpose of Position – Lead the congregation of Grace Fellowship Presbyterian Church in 3 main areas of ministry:

- (1) Youth Ministry
- (2) Young Adult Ministry
- (3) Christian Education/small groups.

This position reports to the Senior Pastor.

Requirements — A male who is seminary trained with a Master of Divinity degree (or its equivalent) and is ordained or ordainable into the PCA. Exceptions in training may be taken on a case-by-case basis.

Responsibilities include but not limited to:

General:

- Meet with the Senior Pastor for prayer and weekly staff meetings.
- Assist in Sunday morning worship service.
- Preach ~ 12x/year (either Sunday morning or evening), or average of once a month.
- Present ministry plans and goals (short-term and long-term) along with objectives and action plans to Senior Pastor and Session on a yearly basis.
- Assist the Senior Pastor with other pastoral duties such as administering the sacraments, visitation, and counseling, as assigned by Session and Senior Pastor.
- Maintain regular office hours, with the understanding that much ministry is done outside the church.

Youth:

- Conducting of Youth Group (either personally, or indirectly through volunteers) on Wednesday Night and Sunday Morning/Evening.
- Lead the Youth Ministry Team and conduct quarterly meetings.
- Develop ministry with parents, equipping them with resources for parenting teens, and communicate with them regarding the youth ministry and facilitate parental involvement.
- Enlist and train volunteers.
- Organize weekly, monthly, and yearly activities in conjunction with Youth Ministry Team.
- Assume a lead role in Sports Camp.
- Fellowship regularly with program participants (lunches, campus visits, sporting events, etc).
- Develop and provide curriculum for Wednesday night and Sunday morning and evening. (All Curriculum is to get approval of the Senior Pastor and/or Session.)
- Oversee youth ministry budget.
- Seek to partner with other like minded churches and ministries.
- Plan youth retreat and/or mission trip each year.

Young Adults:

- * Shepherd the young adults of the congregation.
- * Organize and implement discipleship of young adults.
- * Plan regular fellowship opportunities.

Christian Education and Small Groups:

- * Organize and implement Adult Sunday School and small groups.
- * Assist the Men's and Women's ministry coordinators with planning and curriculum.
- * Select curriculum and/or topics for classes and groups. Choose educational material/curriculum and teachers for each quarter/semester to be taught during the Sunday School hour and on Wednesday night.
- * Manage church library and implement programs to encourage its use.
- * Be actively involved in the teaching of Sunday School and small groups as needed.
- * Recruit and train teachers/leaders.

Expectations of spouse – The Three Congregational Expectations are a minimum: (1) come to worship and invite others to come with you; (2) get involved in a small group for accountability and nurture; and (3) find a ministry in which to serve according to your gifts.

We expect your spouse to be your ministry partner. They are to be an active member of the congregation, and present when the church is conducting its ministries on Wednesday and Sunday.