

Assistant Pastor of Family and Youth
Job Description

West End Presbyterian Church of Hopewell, VA
Revised 8/3/2017

Introduction

West End Presbyterian Church's Assistant Pastor of Family and Youth is a mature Christian with a deep passion for the Lord, for the Bible, for personal ministry, and has doctrinal views consistent with those of the PCA. He meets the New Testament requirements for office as listed in 1 Timothy 3:1-7. The Assistant Pastor of Family and Youth, as a minister of the Gospel, is devoted to the service of Christ and the church; preaching and teaching the Word of God; administering the sacraments; and faithfully giving of himself to pastoral work. As Assistant Pastor of Family and Youth, he will preach and lead the congregation in worship at the direction of the Senior pastor; assist the Senior Pastor in leading the church to discern God's vision; work with the Session and Diaconate; provide pastoral care for the congregation; and partner with lay leadership to direct church ministries. His primary, though not sole focus, will be ministering to and fostering relationships with young adults, young families and youth within the WEPC congregation. The Assistant Pastor of Family and Youth will partner with the Senior Pastor in leading the church to fulfill its mission statement:

Mission Statement

- Who are we?

WEPC is a community of God's people, saved by faith in Christ alone, renewed by worship in Word and Sacrament, nurtured by grace, and entrusted with the mission to proclaim Christ's Lordship to all and in every area of life.

- What do we do?

Seek the shalom (peace) of Hopewell through a gospel movement that brings personal conversion, transforming community, social healing, and cultural renewal.

- How do we do that?

WEPC has organized its ministry into 6 distinct Ministry Teams: Adult Nurture & Discipleship, Children & Youth, Congregational Care, Finance & Maintenance, Outreach, and Missions. The Elders of WEPC, both Ruling and Teaching, along with the Deacons, serve and provide oversight and/or lead these teams.

Accountability

The Assistant Pastor of Family and Youth, called primarily to the Word, sacrament, and prayer, will serve under and at the discretion of the Senior Pastor, responsible to the WEPC Session and to the James River Presbytery of the Presbyterian Church of America (PCA). In meeting this responsibility, the Assistant Pastor of Family and Youth will normally be expected to exercise pastoral, administrative, and representational leadership within the church organization and to serve the needs of the church as identified in this job description. The roles and responsibilities of the Assistant Pastor of Family and Youth may be further refined from time to time as indicated by the needs of the church and by the mutual agreement of the Assistant Pastor of

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Family and Youth and the Session, so long as such agreement does not conflict with the provisions of the PCA Book of Order or the provisions of the terms of call.

Areas of Shared Responsibility with the Senior Pastor

See also WEPC Senior Pastor Job Description

Word, Sacrament, and Prayer

1. To develop a rich, fruitful, and regular devotional life, in God's Word and in prayer, apart from the regular responsibilities of his office.
2. To plan and lead the various worship services of the church.
3. To preach and teach the Word of God as written in the Old and New Testaments; to call the congregation to personal faith in Christ, repentance, spiritual growth, service and evangelism through Biblically grounded sermons and teaching.
4. To preach the Word of God on the occasions as established by the Session, and the Senior Pastor.
5. To administer the Sacraments monthly on the occasions as established by the Session, and the Senior Pastor; working with the Session and other appropriate groups to ensure that the elements are prepared for Communion.
6. To encourage and help to equip congregational members who are called to ministries of preaching and teaching.
7. To prepare congregants for membership in the church, including leading membership preparation class.
8. To prioritize the use of God's Word in all aspects of his ministry: ministering to family and youth including discipleship, counseling, visitation, meetings, and every opportunity possible.
9. To pray for and with the congregation on a regular basis, encouraging prayer as a regular and integral part of every person's life of faith.

Pastoral

Create a church culture that increasingly embodies Christ's example of servant leadership to all congregational leaders and the congregation as a whole.

1. To officiate at weddings and provide the couple with premarital counseling on the occasions as established by the Session, and the Senior Pastor.
2. To officiate at services for the deceased and to ensure an appropriate witness to the resurrection worship service.
3. To counsel families, youth and individuals of the church, and refer people to professional counselors as needed.
4. To visit the sick in homes and hospitals; to administer communion to shut-ins; to contact inactive members; to contact prospective members, inviting them into the community of the church.
5. To teach or lead a small group as needed; to recruit and develop small group leaders.

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6. To study in order to prepare for improvement in ministering to families and youth: preaching, counseling, teaching, and administration.
7. To commit to support and encourage participation in Mission (Matt. 28:16-20).
8. To lead in social outreach to the community.
9. To provide pastoral and executive leadership to the lay-led ministry by equipping and training, encouraging, guiding, overseeing, and consistently focusing on WEPC's vision and mission.
10. To promote and oversee mentoring relationships between our youth and adult leaders.

The Church

1. To encourage members of the church to support the work of WEPC and the James River Presbytery.

Presbytery

1. Participate in the meetings/duties/ministry of the Presbytery. Pledge to uphold the constitutional standards of the PCA and actively pursue those ideals.
2. To attend meetings of the Presbytery unless providentially hindered.
3. To serve in such capacities as the Presbytery may request or direct.
4. To ensure that the Session receives appropriate reports on the activities of Presbytery at each stated meeting (of Presbytery) or more often as deemed necessary.

The Larger Church

1. To heighten the awareness of the congregation to the uniqueness of the Presbyterian Church of America (PCA) and to the privileges, responsibilities, and opportunities it provides through its connectional nature to be part of a worldwide mission.
2. To work with the Session in communicating information concerning special needs as requested by the Presbytery.
3. To encourage the support of the Presbytery and larger church through giving to benevolences.
4. To cooperate with other local churches in appropriate ecumenical efforts and witness.
5. To be involved in other community agencies and programs.

Areas of Specific Responsibility for Assistant Pastor of Family and Youth

Diaconate

The Assistant Pastor of Family and Youth will serve and provide oversight to deacons.

1. Attending meetings as often as possible.
2. Assisting with the vision, mission, and scope of the diaconate's work.
3. Discipling each deacon and encouraging them in their life, faith, and ministry.

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Ministry Teams

The Assistant Pastor of Family and Youth will also serve and provide oversight and/or lead various ministry teams as established by the Session, and the Senior Pastor.

Teaching

The Assistant Pastor of Family and Youth will teach Sunday School classes and young adult education classes as needed and determined by the Adult Nurture Ministry Team. These classes may be oriented towards young families, though not exclusively. Classes may be Sunday morning or evening, or Wednesday night.

Professional Responsibilities

Schedule

1. The Assistant Pastor of Family and Youth should be a man of God who is reliable, teachable, and faithful in the fulfillment of his office. He will come and go as needed throughout the day to perform his ministerial work. He will, however, make his daily schedule known to the Senior Pastor and his weekly schedule known to the Session and Church Staff. He will post his hours and/or whereabouts and be available by cell phone.
2. His schedule will often involve evening visitation or other meetings. Thus, he should approach a workday by dividing it into three parts: morning, afternoon, and evening. Two of these should be given to the work of the ministry and one of them should be given to home and family.

Ongoing Development

The Assistant Pastor of Family and Youth is encouraged to continue to develop the following skills through requesting feedback, on-going study, and conferences. These will be included in his annual review, (see below).

1. Biblical exegetical skills, preaching and teaching
2. Administrative and financial management
3. Pastoral care
4. Problem solving and listening skills
5. Interpersonal relations
6. Collaborative and team building
7. Oral and written communication
8. Crisis intervention and conflict management
9. Effective time management
10. Theological understanding of the Church
11. Ability to build partnerships in mission and ministry
12. Ability to work with the broadest diversity of persons and groups
13. Timely response to communications and issues

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Review of Pastor

1. The work of the Assistant Pastor of Family and Youth will be reviewed by the Session at least annually. Evaluation will be documented in written form.
2. Review of the Assistant Pastor of Family and Youth should coincide with the annual review of the terms of the call.

Relationship of this Job Description and the Call

1. The call, along with the compensation and benefit package, will be determined by the Session.
2. The Assistant Pastor of Family and Youth will serve under terms of the call as approved by the Session.

Review of the Job Description

1. The Assistant Pastor of Family and Youth and the Session shall review this job description at least annually.
2. The job description can be amended, replaced, or deleted entirely by a majority vote of the Session.