

**Covenant of Grace Presbyterian Church**  
**Assistant Pastor Job Description**  
**Effective: 2/9/18**

**Job Description**

COG is seeking a full-time Assistant Pastor whose primary focus will be to re-establish the generational balance within our largely baby boomer congregation. This will be done primarily through building relationships and sharing Christ with millennials in our community who can become enfolded into our congregation. He will also oversee the youth ministry through a combination of organizational oversight, recruitment of volunteer/part-time staff and hands-on-ministry that serves his mandate to re-establish generational balance within our congregation. This person will also have an opportunity to preach as part of a rotation that includes the senior and associate pastor.

**Core Duties**

- Attract and assimilate young families into our congregation through relational ministry
  1. Lead a small group for millennials
  2. Educate and model to the congregation how to serve millennials through hospitality
  3. Needs to be an effective organizer and communicator
  4. Become knowledgeable of community life in the area
- Lead and oversee the youth ministry
  1. Recruit volunteer and part-time staff
  2. Develop youth and parent leadership
  3. Provide organizational oversight
  4. Be involved in selected hands-on relational ministry

**Weekly Time Requirements = 50 hours/week avg.**

- Participate in community events with exposure to young families 3 hours
- Staff Meeting 2 hours
- Meet with Senior Pastor 2 hours
- Meet with young families 10 hours
- Plan/implement hospitality events 5 hours
- Lead/train all to host hospitality events 4 hours
- Meet with youth staff ; administration 4 hours
- Plan/implement/teach youth events 3 hours
- Develop, recruit youth leadership 2 hours
- Prep and lead small group(s) 6 hours
- Prep and lead weekly youth activities 5 hours
- Quarterly Sermon preparation/delivery 4 hours

**Compensation Package**

- \$60K - \$80K: to be determined based on experience and training
- Benefits: full health insurance, life insurance, three weeks' vacation, book/travel allowance

**Direct Report:** Senior Pastor

**Submit Resume:** [assistant.cog@gmail.com](mailto:assistant.cog@gmail.com)