

ASSISTANT PASTOR JOB DESCRIPTION
Student Ministries Director and General Ministry Pastoral Assistant
Covenant Presbyterian Church – Little Rock, AR

Position Overview: The Assistant Pastor will serve as Student Family Ministries Director and General Ministries Pastoral Assistant. The position will be split 50%/50% between further developing and managing the ministry to students (grades 7-12) and their families and general pastoral ministry responsibilities.

Qualifications:

- A commitment to the Scriptures as the inerrant Word of God and sole authority of life and practice.
- A gospel (grace) centered ministry philosophy is essential.
- The individual must submit to the Constitution of the Presbyterian Church in America (Westminster Standards and “Book of Church Order”).
- Applicants with a college or seminary degrees will be considered.
- Proven ministry experiences in ministry to youth and their families with a desire to serve in general ministry areas.
- The individual must have a proven ability to relate to teenagers. Relationship building skills is a must. This implies a love for working with teenagers and an ability to lovingly relate to them "where they are". This position requires a man who is able to disciple teenagers.
- An ability to teach the Scriptures from a Reformed and Covenantal perspective in a way that will communicate to our contemporary youth culture is a priority. Theological integrity in all matters of ministry to youth and family is essential.
- The individual is to have a commitment to connecting the youth ministry to the general congregation.
- An ability to manage and equip volunteers for ministry both as teachers and youth leaders is necessary.
- The individual must have the ability to develop ministry plans and the skills to implement the particulars of the plan. Organizational and managerial skills are important for this position.

Areas of Responsibility:

- Ministry to Students & Families (50%):
 - Plan and administer the weekly youth group gatherings. This includes responsibilities in teaching during the meetings.
 - Be responsible for junior and senior high Sunday schools.
 - Recruit and develop adult volunteer leaders.
 - Plan and administer an effective discipleship ministry through personal contact with youth (lunches, etc. while maintaining appropriate child protection procedures) small group ministry, and through personal and corporate prayer with and for the youth. The goal of discipleship is to be deepening the youth’s walk with Christ
 - Develop and manage ministry to promote effective evangelism by the youth.

- Organize and administer all youth activities; community service projects; and mission trips on both short-term and long-term basis; annual summer conference trip (RYM); annual local and Presbytery wide retreats.
- Develop a strategy to minister to parents of the youth to include establishing effective, regular communications with all parents. Regular scheduled meetings with parents are necessary.
- Participate in the annual RYM Youth Leader Training Conference.
- General Ministry Responsibilities (50%):
 - Worship.
 - Preach 8-12 times each year or as needed.
 - Assist the pastor in leading the worship liturgy as needed.
 - Mercy and Outreach Ministries to the community.
 - Assist ministry coordinators in the management of ministries, the recruitment of volunteers and the churchwide development of the ministries.
 - Provide regular reports on each ministry to the Session.
 - Evaluate each ministry on a regular basis.
 - Develop new ministry possibilities to be considered by the Session.
 - Disciple young adults and families in the 20's and 30's age groups.
 - Develop a discipleship plan that emphasizes building a sense of community.
 - Participate in the Covenant Groups.
 - Provide pastoral care for the members of this group.
 - Oversee Adult Education.
 - Recruit and train teachers.
 - Develop and propose to the Session a yearly curriculum.
 - Serve as a resource for teachers.
 - Assist the Pastor in congregational care as needed.
 - Counseling
 - Hospital and Nursing Home visitation.
 - Ministry to those in crisis.
 - Participate in Session and Presbytery meetings.
- Special projects as directed by the senior pastor and / or Session.

Reporting Responsibility: Monthly reports to the Session are required. Administrative reporting responsibility is directly to the senior pastor.

Personal Requirements: A commitment to prayer, Bible study, leadership of his family if married, a godly life-style that models Christ and a grace-centered approach to life and ministry.

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