

## ASSISTANT PASTOR

South Dayton Presbyterian, 1180 E. Alex Bell Rd., Centerville OH 45459

The **Assistant Pastor** will support and implement SDPC's vision and ministries. He will give immediate oversight to the organization: planning, directing and evaluating the ministries of the church. He will make the church run smoothly with good work, attention to detail, and faithfulness to the vision and mission of the church. This will provide a solid platform for the preaching of the Word and administration of the sacraments, discipleship and evangelistic outreach; thus bringing glory to God. *This is a full time role reporting to the senior pastor.* To apply, please visit <http://www.sdpc.org/jobs>.

### RESPONSIBILITIES

#### 1. **Strategy**

- Comprehend the big picture of our vision and ensure the efforts of our ministries cohere with the mission and vision of SDPC.
- Tend and care for the church ministries so that they operate together in seamless unity.

#### 2. **Communication**

- Ensure that all parts of the church hear and understand one another, creating harmony.
- Lead pastors and elders in communicating effectively to the congregation.
- Assist in teaching and leading the congregation toward the church vision.

#### 3. **Ministry Oversight**

- All ministries report to you. You guide the creation, development, staffing, coordinating and direction of ministries in the church.
- Train and equip leaders with a clear sense of their mission within SDPC's vision, help leaders innovate and manage change.
- Evaluate ministries, manage them to fruitfulness and allocate the right share of resources.

#### 4. **Organization and Infrastructure**

- Manage the administrative tasks, personalities, and details of the church staff.
- Coordinate membership process, church finances, meetings, important church documents, and so on.
- Oversee the logistics for the regular schedule and events of the church.
- Work with the deacons to oversee building and property. Give attention to the church's physical appearance.

#### 5. **Member Care**

- Act on behalf of the church with pastoral discernment, love, and empathy.
- Make sure the church is equipped to faithfully care for one another.
- Counsel church members and discern when some will benefit from professional help.

#### 6. **Stewardship and Finances**

- Manage and steward the church's resources faithfully.

- Organized, efficient, above reproach, and trustworthy with the ongoing accounting needs of the church.
- Ensure financial processes are transparent, biblical, and effective.

### **7. Teaching and Discipling**

- Preach approximately 20-25% of the time and/or develop a system to fill pulpit as needed.
- Has the gift of teaching and assists in regular teaching, discipling, and mentoring the church.

### **PREFERRED QUALIFICATIONS**

- Seminary degree and two years of pastoral experience
- Proven gift of preaching and teaching
- Demonstrated ability to communicate effectively across varied audiences, including senior leaders
- Experience working collaboratively in a results oriented work environment
- Previous experience managing people
- Excellent written and oral communication with demonstrated success
- Proven ability to succeed with minimal guidance, manage multiple priorities, and take initiative under ambiguous circumstances

### **BENEFITS**

We offer a market competitive ministry salary and \$8,000 towards your preferred breakdown of retirement, health insurance, disability and life insurance. You will get 3 weeks of paid time off in the first year and 4 weeks per year for your remaining tenure at South Dayton Presbyterian. You will qualify for our sabbatical benefit, which is essentially up to 3 paid months off after every five years.

### **ABOUT SOUTH DAYTON PRESBYTERIAN**

We are committed to desire God, to love sacrificially, and to gather & grow Christ-followers. We're a welcoming and growing church community in Centerville, Ohio. SDPC is a congregation of the Presbyterian Church in America and is part of the Ohio Valley Presbytery. We are a mid-sized church and with a diversity of ages and backgrounds. For more information visit our church website <http://www.sdpc.org/>, call our church office, or join us on a Sunday.

To apply, please visit <http://www.sdpc.org/jobs>.