

PACIFIC CROSSROADS CHURCH

LEADERSHIP POSITION DESCRIPTION

Position Title: Assistant Pastor of Community
Reports to: Director of Community Groups
Date Prepared: August 2018

Principal Function

Work with the Director of Community Groups to ensure the spiritual health and growth of community group members, leaders and coaches,

Specific Responsibilities

Spiritual and Theological Oversight

- Partner with the Director of Community Groups to oversee all aspects of spiritual health and growth for Community Groups at PCC.
- Ensure theological alignment for all Community Group materials.
- Work with the Director of Community Groups, manage the development of curriculum for CGs that fosters applying the gospel to all of life and ensures deep and vibrant connection with the on-going life of the larger church.
- Manage the development of the weekly CG study guide, ensuring alignment with the weekly sermon.
- Provide pastoral care and conflict resolution for CG group leaders and coaches, as needed.
- Be aware of PCC congregational needs – ensuring a clear connection process for entering into a group and making sure there are enough groups to accommodate congregational needs.
- Work with the Care Team and Director of Community Groups to make sure CGs are equipped to be a resource for congregational care needs and are aware of available resources.
- Work with Community Team, to develop and provide quarterly leadership training for leaders, identify resources to equip them to support CG attendees and ensure theological alignment with all training materials.

Division Leader

- Lead, train, and support current Community Group Coaches, building authentic relationships and ensuring CG coaches are known, cared for, and equipped personally and spiritually as leaders of the church.
- Meet with assigned coaches on a consistent basis to gain a better understanding of the needs of their groups

- Provide guidance to coaches in how to address theological questions and conflicts that may arise in their groups.
- Partner with the Coaches and the Director of Community Groups to build a growing and sustainable leadership pipeline for CGs (apprentices, leaders, coaches, division leaders).

Community Group Involvement

- Through attendance at weekly Community Groups, constantly gain a pulse of communities in order to coach leaders and coaches and to ensure continual growth in groups.
- Proactively build authentic relationships throughout the CG area; recruiting leadership for the CG ministry.
- Be a visible presence throughout the week and on Sundays, to be a clear resource for community group members and those seeking community.

Miscellaneous

- Be a sounding board for the Director of Community on all aspects of community.
- Advocate for community and seek ways to partner with other ministries within PCC.

Other Responsibilities

- Maintain a vital and growing personal walk with the Lord through committed Bible Study, prayer and meditation.
- For you and your spouse to be members of Pacific Crossroads Church, or plan to become one within 3 months of employment
- Adhere to all policies in the Employee Handbook.
- This position will be expected to work from 8am-1pm on Sunday mornings at Santa Monica High School and 4-7pm on Sunday evenings at St. John's. It is expected that this position will be required to work some nights and Saturdays
- As an Assistant Pastor this person must be ordained in the Presbyterian Church in America by Fall 2018.
- Preach and teach, lead worship and administer the sacraments as requested by the Sr. Pastor and Worship Director.

To apply, please email your cover letter and resume to marie@pacificcrossroads.org.