

Trinity Grace Presbyterian Church
Assistant Pastor
October, 2018

Position: Assistant Pastor

Status: Full-time

Supervisor: Senior Pastor as Head of Staff

Preamble: The purpose of all staff positions is to bring glory to God and benefit the people by helping to carry out the vision of Trinity Grace which is summarized in these words: Being equipped and strengthened by the simple means of grace, we serve the Lord and His church, and impact the world through: worship, outreach, reaching through missions, shepherding, hospitality, initiatives in small groups and planting new churches. All staff are expected to love the people they serve and point them in various ways to Jesus Christ.

Overview: The assistant pastor will serve as Student Family Ministries Pastor and General Ministries Pastoral Assistant.

Qualifications: The Assistant Pastor in the Presbyterian Church in America must be an ordained minister of the church (or upon hire, in view of ordination) having met the qualifications of our denomination.

Necessary Skills and Gifts

- Possess and maintain a growing personal walk with Christ through committed bible study and prayer.
- A commitment to the Scriptures as the inerrant Word of God and sole authority of life and practice.
- Exemplify a servant's heart and a teachable spirit.
- Demonstrated ability to recruit, train, develop and build teams, as well as being a team player.
- 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").
- Master of Divinity or comparable degree, and ordination (or ordain-able) in the Presbyterian Church in America (PCA).
- A self-starter with demonstrated effectiveness in leadership and administration.
- Ability to clearly communicate the Gospel to people, especially to youth.

- An ability to manage and equip volunteers for ministry both as teachers and youth leaders is necessary.

Specific Duties within areas of ministry focus:

Education

The Assistant Pastor will spearhead a comprehensive educational ministry for our congregation that is biblically and theologically based and relevant to the needs of our congregation. He will give direction to Sunday School curriculum and work to equip our people for life and ministry.

Outreach and Ministry Facilitation

The Assistant Pastor will be involved in intentional and purposeful activities to assimilate visitors and new members into the life of the congregation while being one who encourages the body in various ministry activities.

Small Groups

He will oversee our Small Group ministries ensuring that Small Group leaders are equipped to carry out their roles and will help develop new small groups within the life of the church.

Youth

The Assistant Pastor will help in developing a consistent ministry for the youth at Trinity Grace. This will entail organizing and teaching Youth Group once a week (or as church schedule allows), organizing fellowship opportunities, and coordinating youth retreats.

General Ministry

The assistant will preach 8-12 each year or as needed. He will assist the pastor in leading the worship liturgy as needed. He will assist ministry coordinators/committee chairs in management of ministries and the recruitment of volunteers.

Benefits of an Assistant Pastor:

Frees up the Sr. Pastor to prepare to preach, do counseling, visitation, and other pastoral duties that compete for time. Focused attention on aspects of the church that have needed more focus such as small groups, the youth, outreach, assimilation, and comprehensive education material. Allows TGC to better minister to its people and prepares for future needs as growth occurs. Follows the Biblical model provided to us in the Bible of men ministering in pairs. Provides emotional and spiritual support to the Sr. Pastor.

Note regarding Job Description: A pastor, whether senior, associate, or assistant is a calling as much or more than a job. It is expected of the pastoral staff of Trinity Grace Church to lock arms with our partners in ministry in our midst for the glory of God and for the good of the people. Pastoral ministry requires men who are willing to give of themselves to service the Lord and His people. Ministers often minister outside of our “descriptions” and at Trinity Grace are expected to do so joyfully and in partnership with other staff, elders, and deacons. All pastoral staff are to see themselves as partners in ministry serving not themselves, but the Great Shepherd and His Sheep. Therefore, job descriptions for pastoral staff serve as a framework but not comprehensive for a Teaching Elder at Trinity Grace Church.

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