



VILLAGE CHURCH

of EAST ATLANTA

Assistant Pastor / Pastoral-Intern Job Description

About Village Church of East Atlanta

Village Church of East Atlanta (VCOEA) is a PCA church begun in 2010 with a desire to be a church *in, of,* and *for* our East Atlanta neighborhoods so that people may come to know, celebrate, and follow Jesus Christ as the only hope for the brokenness in us and around us. A majority of our roughly 160 members live in and around East Atlanta, where we focus our personal and community efforts as a church.

A typical Sunday worship service includes 90-120 people, made up of largely of young families, as well as a few singles and empty-nesters. VCOEA seeks part- to full-time Assistant Pastor / Intern to help mature and support our connectional ministries, gain pastoral ministry experience in order to enable us to pursue our long-term vision more effectively.

Role Summary

The Intern/Assistant Pastor will provide leadership and pastoral support in the areas of discipleship and assimilation. This position will call for excellent character, communication, and people skills including the ability to gather, motivate, and lead lay-leaders and volunteers. The Intern/Assistant Pastor will report to the Senior Pastor.

High-Level Goals:

- To help VCOEA grow spiritual and numerically through developing and overseeing a deliberate assimilation system for visitors and regular attenders
- To oversee, support, and grow our Village Group ministry through calling up, training, and equipping lay leaders and hosts
- To provide leadership and oversight to our Men's and Women's Ministries so that our men and women have regular opportunities to connect and draw deeper into relationship with God and one another

- To test and grow pastoral and ministerial gifts in the areas of preaching, pastoral practice, organizational leadership, and theology.

Qualifications

- Meet the biblical and denominational qualifications for leadership (1 Tim. 3:1-7)
- Strong commitment to a healthy marriage and parenting, if applicable (Eph. 5:22-6:4)
- Strong commitment to the vision, philosophy of ministry, and values of VCOEA
- The gifting, ability, and desire to gather people for their edification and equipping for gospel ministry
- Self-starter and comfortable working in a self-directed setting while willing to work on a team
- Willingness to relocate to the East Atlanta area if position is determined to be a good fit and will be long-term

Knowledge and Skills

- Proficient with current technology, including web apps, iWork, Google-Suite, email, and texting
- Discretion, perseverance, patience, and a sense of humor
- Proven oral and written communication skills
- Proactive, confident leadership
- Ability to identify problems and propose solutions
- Ability to self-manage and drive projects with adequate direction and limited supervision with a variety of staff, volunteers, and other contacts.
- Ability to anticipate and thrive in a rapidly changing environment requiring frequent adjustment of roles and duties.
- Proven ability to maintain confidential information.

Responsibilities

- **Assimilation/Sunday Hospitality**
 - Develop and oversee a system for deliberate assimilation of visitors and regular attenders
 - Oversee our Sunday Hospitality Ministry
- **Village Groups**
 - Oversee the Village Group leaders and hosts
 - Develop regular and ongoing training for Village Group leaders and hosts so that current leaders feel equipped and supported and future leaders can be raised up
 - Help encourage new groups to form through existing groups.
 - Help develop clear assimilation pathways for visitor and regular attenders to get into groups
- **Men's Ministry**
 - Meet regularly with Men's Ministry Coordinator offering leadership, vision, and support who will...
 - Plan and execute quarterly men's social events
 - Plan and execute an annual men's retreat

- Encourage men to move toward deeper relationships with God and one another through discipleship groups
- **Women's Ministry**
 - Meet regularly with Women's Ministry Coordinator offering leadership, vision, and support who will...
 - Plan and execute quarterly women's social events
 - Plan and execute an annual women's retreat
 - Encourage women to move toward deeper relationships with God and one another through discipleship groups
- **Develop Ministry Experience and Pastoral Gifts**
 - Preach 8-10 times a year (every 6-8 weeks)
 - Attend Session Meetings regularly and Diaconate Meetings periodically
 - Lead Worship service as liturgist and pastoral prayer, giving welcome and announcements
 - Meet with senior pastor regularly to discuss ministry, vision and mission of VCOEA, pastoral theology, ecclesiology, etc.
 - Attend and eventually assist in teaching membership classes as well as officer training classes
 - As time and seminary classes permit, read and discuss books assigned by the Senior Pastor and or Session.
 - Occasionally meet with church members for the ministry of presence, listening, and offering godly counsel