

## **MINISTRY DESCRIPTION**

### **Assistant Pastor**

Grace Presbyterian Church is a particular church within the Arizona Presbytery of the Presbyterian Church in America. We are an evangelical church in the Reformed and Presbyterian tradition. By evangelical we mean that we believe in salvation by grace alone through faith alone (personal faith in our Lord Jesus Christ (Ephesians 2:8-10)). By Reformed we mean biblical Christianity which was recovered at the time of the Protestant Reformation. This is “the faith that was once for all entrusted to the saints” (Jude 3). By Presbyterian we mean a representative form of government whereby elders (spiritual leaders) are elected by the congregation to direct the affairs of the church. We are solidly rooted in the reformation, with our focus being on the five “solas” as espoused by the reformers.

Grace Presbyterian Church is located in the wonderful community of Sierra Vista, Arizona. Sierra Vista is a small town located in southeast Arizona located about 75 miles southeast of Tucson and about 10 miles north of the Mexican border. Sierra Vista has no shortage of enticing traits that make it a community of choice for all types of people seeking an affordable cost of living, a temperate climate with year-round outdoor recreation, and an attractive balance of small-town charm and big-city amenities.

The population is currently 44,286 and the city is a great place for young professionals, with 16.9 percent of Sierra Vistans being 25 to 34 years old, making that the most common age range in the 2010 Census. Retirees are also captivated by Sierra Vista often coming to visit for a few days only to find themselves liking the area so much that they purchase a home to stay.

#### **1. PURPOSE**

The Assistant Pastor will provide ministry leadership in the following areas:

##### 1.1. Pastoral Ministry:

- Pastoral Visitation
- Pastoral Counseling
- New Member Assimilation
- Small Groups
- Teaching / Discipleship

##### 1.2. Church Management

- Church Administration / Communication
- Financial Management / Facility Planning
- Program / Staff Coordination
- New Ministry / Outreach Initiatives
- Advise other Church Officers.

#### **2. ACCOUNTABILITY**

**2.1.** Position is directly accountable to the Session for implementing specified programs.

**2.2.** Position is a direct report to and under the supervision of the Senior Pastor.

### 3. ROLES AND RESPONSIBILITIES

#### 1.1. Pastoral Ministry:

- **Visitation:** Assist with oversight all aspects of pastoral visitation within the church; to include scheduling and tracking, coordinating elder visits and visitation teams (pastors, elders, deacons), and to be personally active in the ministry of visitation and hospitality.
- **Counseling:** Assist with oversight all aspects of pastoral counseling within the church; to include scheduling, coordinating counseling with visitation, be available to conduct counseling (along with the rest of the pastoral staff), and oversight of staff counselor.
- **Assimilation:** Oversee all aspects of new member assimilation; to include new member visits, new member classes, ministry placement, and follow-up. Join the session and deacons in congregational visitation
- **Small Groups:** Assist with oversight all aspects of small group ministry; to include leading small groups; recruiting, training, supervision, and evaluation of other small group leaders; coordinating with other ministries and programs involving small groups; and nurturing a vision for community life in our church family.
- Preaching, teaching, and discipleship responsibilities as directed or required.

#### 1.2. Church Management:

- **Administration:** Assist with oversight of the ongoing administrative needs of the church; to include development and implementation of programs, systems, and personnel policies and procedures.
- **Finances / Facilities:** Assist with oversight of the business operations of the church; to include ongoing financial management, contract administration, and budget and bookkeeper activities, in coordination with the Diaconate. Work with staff, leaders, and committees to carry out any future capital campaigns.
- **Coordination:** Assist coordination of the staff team; which could include weekly meetings, tracking leadership goals, coordinating leadership retreats and church-wide events. Oversee coordination of church programs as assigned by the Senior Pastor – to include planning and scheduling.
- **Outreach:** Oversee new ministry initiatives from conception to implementation, with particular emphasis on evangelistic outreach to diverse segments of our community. Encourage use of gifts and talents amongst church family for ministry to the community. Recruit, train, supervise, and evaluate new program volunteers, striving to build a servant mindset and a sense of unity. Possibly lead a church planting bible study in selected southeast Arizona location
- Serve as Advisor to the Diaconate and Moderator of the Session as assigned by the Senior Pastor.

### 4. QUALIFICATIONS

- 4.1. Qualified to receive a call as a Teaching Elder in the PCA. It is necessary for the incumbent to possess a seminary degree and to be ordained or be ordainable in the Presbyterian Church in America; a thorough knowledge of Reformed Theology and Presbyterian Government; and a demonstrated ability to preach and teach the Bible, lead worship, and enjoy working with a variety of people. He must be willing to apply and present this knowledge in a way that will reach an increasingly postmodern generation.

- 4.2. Philosophy of ministry clearly reflects a reformed world and life view, is built on prayer and the ministry of the Word (to include expository preaching), and is grace oriented.
- 4.3. It is desirable for the incumbent to possess experience in pastoral ministry, and preferably ministry to young families; to possess good listening and communication skills; the ability to encourage and equip others; the ability to train others in a leading ministries; to possess a keen interest in the spiritual growth of the church; be in agreement with the identity statement of the church.
- 4.4. It is expected that the incumbent will set a godly example to the church in both word and deed and demonstrate humility, repentance, and integrity, as well as showing spiritual leadership in the home and devotion to spouse and family. He should possess the ability to handle sensitive and confidential matters.
- 4.5. It is expected that the Assistant Pastor and his family spend time with the families of the church outside of regular services, events and ministry times. When possible, they should use their home for hospitality. They should also look for ways to bring new people into the church and be a gospel witness to their neighbors and friends.
- 4.6. It is expected that the Assistant Pastor will have a healthy understanding of ministry as part of a team with an accompanying respect for one's role within an organization. He should have a desire to use this opportunity to grow and develop in practical ministry under the oversight of others.
- 4.7. It is expected that the Assistant Pastor will have a strong working knowledge of computers (to include Microsoft Office), and be adept at operating on the Internet wisely. He should possess an understanding of social media and how it can be best used to help execute the church's mission.

## 5. SALARY

Total compensation will be based on experience, family need, and the cost of living in the Sierra Vista area. Compensation to include salary, housing allowance, life / disability insurance, social security and retirement benefits, vacation and study leave, and ministry expenses.

## 6. APPLICATION (submit all by email)

- 6.1. One Page Cover Letter including a self-assessment of your "fit" for this position.
- 6.2. Two Page Personal Biography
- 6.3. Detailed Resume
- 6.4. PCA Ministerial Data Form (to request a copy of the MDF, please email [office@gracepresbyterian.church](mailto:office@gracepresbyterian.church))

A Background Investigation check is required for this position.