



## **Assistant Pastor of Adult Ministries & Care**

### *Job Description*

#### **BASIC FUNCTION:**

The Assistant Pastor of Adult Ministries & Care is responsible for the overall planning, development, pastoral oversight, evaluation and mission advancement of all the adult ministries that meet the congregational needs of the church, both physical and spiritual.

This person reports to the Lead Pastor, Rob Pacienza, and is a member of the Executive Leadership Team.

Other members of the Executive Leadership Team include: Lead Pastor, Director of Outreach, Executive Director, and the Westminster Academy Headmaster.

#### **DUTIES AND RESPONSIBILITIES:**

##### **1. Pastoral**

- Pulpit supply when requested
- Regular Sunday School teacher
- Counseling
- Weddings
- Funerals
- Visitations

##### **2. Managerial**

- Perform managerial responsibilities for the Inreach Department of Coral Ridge including oversight of the following ministries:
  - Marriage and Family
  - Pastoral Care
  - Men's Ministry
  - Women's Ministry
  - Keenager's
  - Adult Christian Education
- Managerial responsibilities include:
  - Oversight of staff and volunteers for all adult ministries

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- Maintains regular contact with ministry leaders to devise strategies relevant to their specific area of ministry
  - Develops and maintains an ongoing teacher-training program for current and potential teachers in all areas of ministry
  - Interviews, hires, trains, supervises, reviews and evaluates the Division Leaders and other paid staff within his departments of supervision
  - Reviews resources and programs of each ministry for theological accuracy and pedagogical approach
  - Oversees the development and distribution of approved annual budget for all supervised ministries and programs
- Work closely with Care Coordinator to:
    - Reaches new families and assimilates them into our congregation
    - Devises strategies to interact with families
    - Implements shepherding initiatives

### **3. Administrative**

- Develops and maintains an ongoing recruitment for teachers, helpers and other ministry volunteers for all adult ministries
- Develops opportunities for congregational fellowship and connection outside of Sunday morning worship
- Pastoral Liaison between CRPC and Westminster Academy ([wa.edu](http://wa.edu)); builds a bridge of understanding and cooperation while becoming the go-to resource for administration, faculty and parents
- Researches, secures and/or develops a comprehensive master plan of education and discipleship for all adult ministries

### **APPLICANT REQUIREMENTS:**

- Ordained in the Presbyterian Church in America
- Five years ministry experience
- Deep and fervent commitment to Jesus Christ as personal Savior and Lord
- Commitment to the Great Commission, Cultural Mandate, and the Reformed Faith as expressed in the Westminster Confession of Faith and Catechisms
- Ability to communicate teaching skills to others, and have a teacher's heart
- Understanding of and ability to communicate the sequence and scope of Coral Ridge Presbyterian Church's viewpoint on Christian curriculum for adults
- Good mentoring skills and ability to train mentors
- Past managerial experience is preferred

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**DESIRED QUALITIES:**

- Self-starter with the ability to anticipate the needs of our parents, staff, teachers and volunteers
- Demonstrates the ability to easily connect with people
- Sensitive and caring heart for God's people

**APPLICATION REQUIREMENTS:**

- CRPC Application for Employment (Found at [crpc.org/employment](http://crpc.org/employment))
- Cover Letter with a Statement of Interest
- Professional Resume
- Personal Testimony of Faith
- List of exceptions presented during ordination
- Explanation of position on the Great Commission and Cultural Mandate
- Applicants may submit a photo to share with the committee (not required)

**Please submit the items above to Charlotte West [cwest@crpc.org](mailto:cwest@crpc.org)**