TRINITY PRESBYTERIAN CHURCH
POSITION DESCRIPTION

POSITION: Asst./Assoc. Pastor of Congregational Life
TYPE: Ordained Teaching Elder
SALARY: Negotiable
REPORTS TO: Senior Pastor

PRIMARY DUTIES:

➢ Community Groups
  o Oversee and coordinate TPC’S Community Group Ministry by providing training, resources, guidance, encouragement and support
  o Identify potential Community Group leaders
  o Form new Community Groups when and if necessary

➢ Community Life
  o Oversee TPC’s Community Life Team
  o Coordinate, with TPC’s Community Life Team, special events to foster community and outreach

➢ Particular Ministries (Youth, Children, Welcome and Hospitality)
  o Oversee TPC’s Youth Director to ensure the youth ministry is functioning in accordance with TPC’s vision and values
  o Oversee TPC’S Children’s Director to ensure the children’s ministry is functioning in accordance with TPC’S vision and values
  o Oversee TPC’s Welcome and Hospitality Team to ensure this team is fostering a spirit of welcome and follow-up to visitors

➢ Assimilation and Shepherding
  o Coordinate TPC’S New Member classes at least twice a year
  o Ensure TPC’s Assimilation Process is effective in helping members get plugged into the life of the church
  o Help organize shepherding responsibilities to ensure all members are known and cared for by their assigned Parish Elder and Deacon
  o With the aid of the Office Administrator, ensure TPC’s church management software is fulfilling its purpose

➢ Leadership Development
  o With the Senior Pastor, teach various classes in TPC’s Intro to Christian Theology course
  o Participate in the training of new officers in the church

OTHER DUTIES:

➢ Participate in TPC’s liturgy on the Lord’s Day
➢ Preach 10-12 times a year
➢ Administration Duties, including staff meeting, session/shepherding meetings, programing, budget development and management
➢ Presbytery participation
To receive an application and/or for more information on the job position or Trinity Presbyterian Church, please email to: admin@trinitymboro.com or visit our website at www.trinitymboro.com. Our mailing address is: Trinity Presbyterian Church, 1020 N. Rutherford Blvd., Murfreesboro, TN 37130.