

**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**
  - Oversee and coordinate TPC'S Community Group Ministry by providing training, resources, guidance, encouragement and support
  - Identify potential Community Group leaders
  - Form new Community Groups when and if necessary
  
- **Community Life**
  - Oversee TPC'S Community Life Team
  - Coordinate, with TPC'S Community Life Team, special events to foster community and outreach
  
- **Particular Ministries (Youth, Children, Welcome and Hospitality)**
  - Oversee TPC'S Youth Director to ensure the youth ministry is functioning in accordance with TPC'S vision and values
  - Oversee TPC'S Children's Director to ensure the children's ministry is functioning in accordance with TPC'S vision and values
  - 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**
  - Coordinate TPC'S New Member classes at least twice a year
  - Ensure TPC'S Assimilation Process is effective in helping members get plugged into the life of the church
  - Help organize shepherding responsibilities to ensure all members are known and cared for by their assigned Parish Elder and Deacon
  - With the aid of the Office Administrator, ensure TPC'S church management software is fulfilling its purpose
  
- **Leadership Development**
  - With the Senior Pastor, teach various classes in TPC'S Intro to Christian Theology course
  - 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@trinityboro.com](mailto:admin@trinityboro.com) or visit our website at [www.trinityboro.com](http://www.trinityboro.com). Our mailing address is: Trinity Presbyterian Church, 1020 N. Rutherford Blvd., Murfreesboro, TN 37130.