

## **Assistant Pastor Job Description**

**Ponce Presbyterian Church**  
**163 Ponce De Leon Ave. NE**  
**Atlanta, GA. 30308**  
[www.poncechurch.org](http://www.poncechurch.org)

### **Overview**

Ponce Presbyterian Church is in pursuit of the Lord's next assistant pastor for our Center City Church. This position is more than likely a 3-5 year position, which will serve as preparation for becoming either a parish pastor or a church planter. The candidate will have the opportunity to minister in various contexts that are consistent with a metropolitan city. (university, homeless, international population, business professionals, LGBTQ, major industry, medicine, the arts, sports teams, etc.) Our church size ranges from 175-225 men, women, and children.

### **Qualities Needed**

A person who enjoys working with processes and details. The candidate should enjoy doing careful and detailed calculations, scheduling, and establishing systematic procedures. Candidates should place a high priority on being fair and are cautious and thorough in the analysis. Characteristics such as being task-oriented and organized are paramount.

### **Responsibilities**

- Preaching/Teaching/Liturgy assistance in various Ponce Church settings.
- Counseling/discipling and other general pastoral duties as needed.
- Assist the Senior Pastor with Developing and Implementing Yearly Ministry Plan.
  - Be a part of our Staff & Session planning times.
  - The primary focus is on developing the necessary systems to make sure these plans are executed.
- Manage/Develop Communications w/in the church via our Communications team\*
  - Communicating mission/vision, Thematic Vision, & calendar events to our team.
  - Making sure the social media & website communication is appropriate and in line with our Mission/Vision & Thematic Vision for the year.
- Assist. Sr. Pastor w/ the Intern Program & Leadership Development w/in the church.
  - Available as the primary point of contact for pastoral interns
  - Helps to manage program progress through contact, distribution of materials, and advocacy for development opportunities in teaching and worship.
  - Participate in Our Leadership Training Events for Lay Members.

- Coordinate Assimilation Process (Welcome Team, Member Orientation, Elder interviews for new members)
  - Oversees the Welcome Team of Greeters and Ushers for Worship services
  - Follows Up with visitors through email and face to face contact
  - Coordinates New Member Orientation
  - Assists new members in plugging into the life of the church (ministry/service, community, and discipleship)
  
- Coordinate C.G. Ministry & Shepherding Ministry (consists of lay leaders and elders doing the majority of the work)
  - Provides training & development for existing and new C.G. leaders (facilitators, hosts, mercy/prayer coordinator)
  - Assist Session with the keeping of the membership roles and elder designations.
  
- Oversee & Consult with Men's & Women's Ministry \*
  - Attend ministry team meetings.
  - Assist with formulating goals & objectives.
  - Assist with resourcing.

\*These roles are more of a consulting and assisting the teams to fulfill their missions.

### **Goals & Career Trajectory**

- To develop a deeper love of God and heart for His Kingdom.
- To be fully trained and equipped as a pastor.
- To discern his future calling as either a church planter or parish pastor.

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