

# Boynton Beach Community Church

## JOB DESCRIPTION: ASSISTANT PASTOR

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**DEPARTMENT:** Adult Ministries

**JOB TITLE:** Assistant Pastor

**REPORTS TO:** Lead Pastor

**CLASSIFICATION:** Full-time

### **Job Description and Responsibilities:**

**PURPOSE:** The Assistant Pastor is responsible to assist the Lead Pastor with his essential responsibilities. (see "Essential Job Functions" below)

### **COMPETENCIES AND EXPECTATIONS:**

- Godly character and reputation
- Growing relationship with Jesus Christ as evidenced by attitude and behavior
- Passion for the Great Commission and the Great Commandment
- Proven leadership skills with the ability to achieve results
- Fully embraces and supports the vision, values and statement of faith of Boynton Beach Community Church
- Strong interpersonal skills with the ability to maintain healthy relationships with supervisors, coworkers, and volunteers
- Proven expertise in administration and team-building
- Reliable, trustworthy, self-starter, possessing excellent follow-through with details
- Possess the ability to embrace innovation and creativity while adapting to growth and change
- Possess the ability to use appropriate judgement, discretion, sensitivity and confidentiality

### **ESSENTIAL JOB FUNCTIONS:**

- Assist with Adult Discipleship Ministry
- Assist with Small Group Ministry
- Provide volunteer leadership and management where needed
- Serve on the Sunday AM preaching team
- Oversee the selection and implementation of curriculum
- Lead weekly staff meeting when needed
- Provide congregational care as needed
- Meet with church members to provide initial counseling and refer them to local counselors
- Assist with baptisms, Communion, weddings and funerals
- Attend Presbytery Meetings and serve on Presbytery Committees
- Assist with event planning

**EDUCATION AND EXPERIENCE:**

- Master's Degree in Theological studies required
- Ordination in the PCA (or meets criteria to be ordained)
- Minimum of 3 years experience in Ministry

**RELATIONSHIPS:**

- Reports to Lead Pastor
- Works closely with other Staff Members and Lay Leaders
- Works with BCC volunteers

**COMPENSATION AND BENEFITS**

- To be determined in consultation with the Elders

For more information please contact Rev. Dudley Hodges

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