



Assistant Pastor: Director of Diaconal Ministry and Foundations

Responsibilities:

1. Coordinate and Oversee Diaconal Ministries*
 - a. Recruit, train, and assist deacons
 - b. Strategize, recruit, organize, and oversee diaconal leadership teams in conjunction with deacons
 - c. Build relationships with ministries supported by BPC and facilitate relationships between those ministries and members of BPC
 - d. Manage budget for Diaconal Ministries

2. Coordinate Foundations Ministry**
 - a. Coordinate and plan monthly training sessions
 - b. Lead Sunday evening Foundations dinner and discipleship
 - c. Regular 1-on-1 meetings with Foundations participants
 - d. Plan and lead outings
 - e. Recruit, train, and oversee Foundations leaders and mentors
 - f. Oversee Foundations participants leadership participation (in diaconal ministry)
 - g. Organize and plan Foundations retreat
 - h. Plan and lead Foundations mission trip
 - i. Recruit participants for Foundations, including graduating college seniors
 - j. Maintain relationships through visits with campus pastors and visitors
 - k. Create and maintain good relationships between Foundations participants and Young Professionals and the rest of the church

3. BPC Pastoral Responsibilities:
 - a. Create and maintain relationships through 1-on-1 meetings with congregation as much as possible
 - b. Pray for our church and its people
 - c. Preach as needed
 - d. Participate at Presbytery (attendance, serve on a committee)
 - e. Attend Staff and Session Meetings as needed

*The Diaconal Ministry at BPC is a leadership team consisting of several different teams of ministries that minister to the community. It includes and is run by eight deacons (4 men and 4 women), who, in addition to their work with individual diaconal teams, also oversee the diaconal budget, which is approximately 14% of the annual giving of the church.

**Foundations is a 4-year-old in-house Fellows program at BPC.

Qualifications:

1. Experience in relational ministry (such as campus ministry)
2. Experience in diaconal or mercy ministries
3. Completing or completed Master of Divinity degree

For information on Brookhaven Presbyterian Church please read through the following:

Ministry Plan: <https://brookhavenpres.com/bpc-strategic-ministry-plan/>

Leadership Manual:

<https://drive.google.com/file/d/1wvIHMOPhustpk2zgqa9CAhRmdu7Rkkdc/view?usp=sharing>

Foundations Packet: <https://brookhavenpres.com/foundations-3/foundations/>

To apply, please send your resume and three references to Beth Goss (beth.goss@brookhavenpres.com). Please include a cover letter about why you think our church would be a good fit as well.