

Assistant Pastor Job Description (Minister of Family Life)

General Description:

The Minister of Family Life will be active in all areas of ministry in the church including pastoral counseling, but will focus his efforts on the needs of the families within the congregation.

Administration

- a. Maintain regular office hours
- b. Assist the senior pastor in preparing and leading worship services
- c. Attend the monthly joint officer meetings
- d. Serve as an advisor on committees assigned to him

Worship

- a. Participate in leading the weekly worship of the church
- b. Preach when assigned
- c. Administer the sacraments along with the senior pastor

Christian Education

- a. Recruit and support the teachers of our Sunday School and small groups
- b. Support the teachers and lay leaders of the ministries of the church
- c. Select, review, and approve curriculum used in Sunday school and small group studies

Youth Ministry

- a. Recruit, train, and encourage volunteers to lead youth activities
- b. Coordinate the planning of weekly youth meetings and activities

Children's Ministry

- a. Recruit, oversee, and support nursery coordinators
- b. Recruit oversee, and support children's church coordinators
- c. Oversee the needs of the children's ministry and report them to the joint officers

New Member Assimilation

- a. Match new members with opportunities for service within specific ministries of the church
- b. Track and record the attendance of new members in worship and various ministries
- c. Assist senior pastor and elders with visitor weekends

Social Media

- a. Recruit, oversee, and train the audio/visual team
- b. Oversee and regularly update our web content

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