



Assistant Pastor for Church Life

The assistant pastor's role is to work together with the pastor to gather people to Christ and equip them for his service, primarily through the ministries of Mercy Presbyterian Church and the oversight and administration of ministry volunteers. The assistant pastor is primarily responsible for implementing the vision of the church with ministry staff and volunteers.

Ministry Oversight

- **Oversee, administer, regularly evaluate, and ensure the implementation of vision among the ministries of the church including:**
 - **Community groups**
 - Recruiting, training, and regularly supporting community group leaders
 - Promoting and communicating community groups to the congregation
 - Researching and presenting material to be used in community groups
 - Ensuring that community groups are a vital ministry at Mercy
 - **Men's and Women's Ministries**
 - Recruiting and regularly supporting men's and women's ministry leaders
 - Equipping ministry volunteers with any tools, resources, or connections necessary to develop and maintain their ministries
 - **Christian Education**
 - Oversee and support staff positions over family ministries including youth and children's ministry directors
 - Work together with the pastor for the oversight and teaching of adult Christian education (Sunday school as one example)

Operations Oversight

- **Bring unity and coordination to the various aspects of the regular operations of the church including facilities, human resources, and organizational needs:**
 - **Facilities**
 - Oversee volunteers, contractors, deacons, etc. in the care for and administering of all church facilities and spaces utilized by the church
 - Ensure that facility use fits into the overall vision of the church
 - Verify that all facility use, including new contracts are in compliance with church by-laws, session decisions, and the employee handbook
 - **Human Resources**
 - Oversee the administration of current church employees and ensure the proper implementation of the employee handbook
 - Work together with the deacons, treasurer, and church CPA to make sure that employee HR needs are met
 - Carry out the specific directions of the session for any staff hiring or firing
 - Evaluate the staff on a regular basis
 - **Organizational Needs**
 - Oversee the other various organizational needs of the life of the church

- Ensure that overall church communications (verbal, website, social media, etc.) are unified and in accord with the vision of the church
- Work together with the church administrator to make sure all aspects of communication and administration are clear and accounted for

Diaconate Involvement

- Point of contact between session and diaconate
 - Maintain an awareness of the deacons' work together with the Session
 - Ensure good communication between the Session and the Diaconate
 - Demonstrate personal care for individual deacons and encourage them in their work

Worship

- Regularly assist in leading worship
- Occasionally participate in developing the order of worship
- Preach at least 4 times per year

Other Responsibilities and Expectations

- Participate in weekly meetings with the staff for encouragement and prayer, to evaluate and plan ministry
- Participate in the monthly Session meetings
- Participate in Community Group ministry
- Participate in Blue Ridge Presbytery, GA/Presbytery committees and courts, and interchurch relations as often as possible

Personal Growth and Development

- Regular reading and study related to ministry, in the areas of Bible, theology, and practice outside of immediate teaching preparation
- Two weeks of study leave that may include time away for conferences or other gatherings for equipping and encouragement

For more information about our church please visit www.mercypres.org. For more specific information about the job or to apply please contact bryan@mercypres.org and include in the subject line "Assistant Pastor".