

## Assistant Pastor - Position Description

**Loch Raven Presbyterian Church, affiliated with the PCA**

[SearchCommittee.lrpc@gmail.com](mailto:SearchCommittee.lrpc@gmail.com) | [www.lochravenpca.org/](http://www.lochravenpca.org/) | 410-661-5777

Thank you for your interest in our Assistant Pastor position at Loch Raven Presbyterian Church. We look forward to getting to know you, and you us.

To be considered for this position, we invite you to submit the following:

- A current Ministerial Data Form (MDF), the standard form used by the Presbyterian Church in America (PCA). [Request a Ministerial Data Form](#) from the PCA
- Your resume with a cover letter which describes how this role could meet your needs and ours.

All materials should be emailed to the church at the address above with the subject line - Assistant Pastor Inquiry *your name*.

**Assistant Pastor Overview:** This is a full-time, salaried position.

1. Present a clear testimony of faith in Jesus Christ and share a passionate relationship with Him that is evident to all.
2. Primarily assist and report to the Senior Pastor and Session of Loch Raven Presbyterian Church (LRPC) in the day-to-day administrative activities of managing the church office and personnel by leading our Administration Committee and supporting other committee operations. Work with the Session to focus on development and planning of strategic, long-range vision and mission objectives for the church. He should possess the ability to teach and preach in various settings, and to administratively support other committees.
  - **Preaching:** In the absence of the Senior Pastor or as requested by the Session, be able to preach the Sunday Sermon six to twelve (6-12) times a year effectively and systematically in our Reformed tradition.
  - **Teaching:** Periodically lead weekly day or evening devotionals, discipleship training, and other Bible studies at the church for adults.
  - **Supporting:** Administratively support committee requests to help promote and coordinate church-wide programs, activities, and events.
3. Be unapologetically committed to our traditional Reformed, Confessional, and Presbyterian vision of our denomination, and be in accord with LRPC's Precepts for Life statements found on our website.  
<https://www.lochravenpca.org/precepts/>

## **Qualifications and Experience:**

1. Currently ordained in the PCA and/or ordainable in the Chesapeake Presbytery.
2. Able to Preach and Teach as directed by the Session.
3. Effective communicator with the church session, staff, congregation, and members of the community.
4. Have a minimum of two (2) years of successful ministry experience and three (3) years of experience providing administrative support.
5. Able to be flexible with weekly work schedule.
6. Proficient and creative using a PC w/Windows and Microsoft Office applications. These skills will help coordinate and oversee communications and create brochures, bulletin inserts, postcards, flyers, booklets, and other similar projects.
7. Knowledge of database management systems and/or web-based solutions and apps to maintain accurate and secure membership information.

## **Education:**

- A bachelor's degree
- An MDiv or equivalent

## **Duties:**

1. Serve as the chair of the Administration Committee to facilitate communications between the Session, Deacons, and Trustees, and their various committee chairs, and to attend meetings as requested.
2. Preach in the absence of the Senior Pastor or as requested by the Session, be able to preach the Sunday Sermon six to twelve (6-12) times a year effectively and systematically in our Reformed tradition.
3. Teach Periodically leading weekly day or evening devotionals, discipleship training, and other Bible studies at the church for adults.
4. Interact with the senior pastor and staff in setting up and maintaining the basis of orderly team relationships demonstrating the gift of administration.
5. Maintain a well-organized and orderly functioning church office.
6. Review monthly financial accounting statements consistent with standard accounting practices with our bookkeeper and treasurer, to be reviewed by the Session.
7. Maintain LRPC's Administration Notebook of all organizational procedure, policies, and manuals approved by the Session.
8. Oversee the church's media presence, including but not limited to, the website, social media, print advertising, and email.
9. Coordinates facility-use scheduling, and the promotions and publicity of special events and activities.

## **Personal Characteristics**

1. Must be fiscally responsible and effectively able to responsively manage his time and resources to minister both to the church and his family. He must be able to effectively meet the financial and spiritual needs and responsibilities in his family.
2. Must be a friendly, kind, approachable, and sympathetic shepherd of the flock.
3. Demonstrate skills in relational ministry and is a team-player. Has a healthy self-awareness that is evidenced in healthy relationships.
4. Is an excellent communicator, open to feedback, a humble leader, and uses the principles of biblical conflict resolution.
5. Lives out what he preaches, in a spirit of humility and openness and has a passion for discipleship and evangelism.

## **Evaluation, Compensation & Benefits:**

1. The Assistant Pastor works directly under the leadership of the Senior Pastor and receives an annual performance evaluation.
2. The total compensation package commensurate with experience, estimated in the range \$65,000-75,000
3. Two (2) weeks of vacation from all pastoral duties
4. One (1) conference per year for continuing education and one (1) week study leave

**Church Description:** To learn more about us visit our church website

[www.LochRavenPCA.org](http://www.LochRavenPCA.org) and Facebook pages:

Loch Raven Presbyterian Church <https://www.facebook.com/LochRavenPCA/>

Friends of LRPC <https://www.facebook.com/groups/65901351513/>