

# Rincon Mountain Presbyterian Church

## Assistant Pastor for Discipleship and Youth

Reports to: Senior Pastor  
Status: Salaried, Full Time  
FLSA: Exempt

Rincon Mountain Presbyterian Church is a church that is faithful to the Scriptures and exists to know, live and proclaim the gospel of Jesus Christ in order to multiply disciples and churches.

### **Job Summary:**

We are looking for a man who loves the Lord and loves youth and their families. The Assistant Pastor for Discipleship and Youth will be a committed follower of Jesus Christ, who believes the Bible is the inspired Word of God and who adheres to the Reformed faith. The man God calls to this position will demonstrate an eagerness to disciple our youth and their families in what it means to know, live and proclaim the gospel of Jesus Christ. He will also be a man of personal maturity, fully trained for ministry, ordained or ordain-able in the PCA, able to preach and officiate at the Supper, with broad shoulders and the ability to assume additional responsibility.

### **Primary Responsibilities:**

1. Organize and oversee Adult Ministries, specifically Men, Women, regular Adult Discipleship classes, and occasional seminars
2. Participate in worship service liturgy, as needed, including preaching, praying, and administering the sacraments
3. Teach Adult Discipleship classes
4. Recruit, train, and oversee RMPC members to assist teaching Adult Discipleship classes
5. Assist other staff and volunteers, pastoral and lay, training interns
6. Organize and oversee the Youth and Family ministry to multiply disciples of Jesus Christ among the youth of our church and our community
7. Coordinate closely with the Children's Ministry Director to develop a 6-year curriculum for youth discipleship (grades 6 -12) that naturally flows out of the Children's Ministry curriculum.
8. Recruit, train, and oversee RMPC members to assist in the Youth and Family Ministry
9. Disciple the parents and guardians of the youth through the Adult Discipleship Hour curriculum, through seminars, and through one-on-one meetings
10. Teach a large-group, weekly Bible-based study for middle school and high school students
11. Organize and oversee small-group studies for middle school and high school
12. Lead monthly Parent Leadership Team meetings
13. Organize and lead an annual youth retreat
14. Organize and lead one annual youth mission trip
15. Attend individual youth member's school or community activities, as possible
16. Assist the Senior Pastor by participating in all aspects of the shepherding of the flock
17. Develop and execute an annual budget for the Discipleship and Youth Ministries

**Requirements:**

1. Ordained or ordainable in the PCA. MDiv or similar degree preferred.
2. Knowledge of and experience with office management software such as Word, PowerPoint, Excel, and Publisher.
3. Knowledge of and experience with social media platforms such as Instagram, Twitter, and Facebook.
4. Knowledge of and experience with graphic design programs and concepts or a willingness to learn is a plus. Examples of programs are Canva and ProPresenter.
5. Excellent written, verbal, and interpersonal skills.
6. Ability to work cooperatively with, and often in support of, staff, officers, volunteer leaders, and congregation.
7. Takes initiative within area of responsibility and identifies opportunities to staff and volunteer leaders. Self-directed and able to work with minimal supervision and remotely.
8. Excellent time management skills and ability to regularly meet deadlines.

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