

**Job Description for
Assistant Pastor/Director of Worship and Families**
Grace and Peace Presbyterian, Bowling Green, KY

Grace and Peace PCA is the only reformed church in Bowling Green and a member of the Nashville Presbytery. "BG" is the 3rd largest city in Kentucky and home to Western Kentucky University, where we have an RUF chapter. The church is small but stable and actively serving the community and proclaiming the gospel. BG is home to all kinds of restaurants and services since it has multiple interstates, a university, and is a hub for the surrounding 10 counties. Mammoth Caves National Park, Lost River Caves, The National Corvette Museum, Beech Bend Amusement Park & Raceway, and all the activities of Nashville are local or within an hour. Public schools are high/top-ranking and the area is growing tremendously.

Worship Pastor Responsibilities: (23 hours/ week)

WEEKLY:

1. Help plan and lead the worship service. (6 hours)
 - a. Collaborate with pastor—1h
 - b. Pick songs—1h
 - c. Prepare confessions, prayers, slides, etc.—1h
 - d. Set-up, warm-up, run service, and tear-down—3h
2. Run weekly practice for Sunday. (2 hours)
 - a. Go over songs—1.5h
 - b. Fellowship & prayer—.5h
3. Schedule musicians/singers, communicate and maintain participation. (2 hours)

ON-GOING:

4. Prepare Music and Data Base. (5 hours)
 - a. Find songs to add and/or remove—1h
 - b. Generate music (chord charts) in proper key, maintain files—2h
 - c. Create sound files of each song—2h
5. Influence and further vision for excellence in worship that honors God, celebrates the gospel and respects other traditions. (3 hours)
 - a. Patiently expose members to other traditions and cultures present in Bowling Green as we "sing to the Lord a new song."—1.5h
 - b. Tutor and/or train musicians/singers—1.5h
6. Create a 'culture of worship' and a ministry to the church that is fun and rewarding in which to participate. (5 hours)
 - a. Plan and lead extra social events—1h
 - b. Pastorally pursue team members outside of practice—3h
 - c. Invite outsiders into this community—1h

Family Pastor Responsibilities: (17 hours/ week)

WEEKLY:

1. Run a youth meeting. (10 hours)
 - a. Schedule volunteers for food and events—1h
 - b. Prepare in-depth Bible study—2.5h
 - c. Research and implement fun and educational games—1.5h
 - d. Arrive early and set-up; run a 2-hour meeting with energy and discipline; clean-up and lock-up—3h
 - e. Pray for our church families and youth—2h

ON-GOING:

2. Oversee early youth development. (4 hours)
 - a. Plan, and teach a Sunday School class for young children—2h 20 min
 - b. Collaborate with kids' church volunteers and maintain a schedule—20 min
 - c. Help provide curriculum for kid's church—20 min
 - d. Seek new volunteers to train—1h
3. Minister to youth and families inside and outside the church. (3 hours)
 - a. Organize extra events and invite outsiders—1h
 - b. Pastorally pursue families and youth while following church protocol—2h

Job Requirements:

Candidate must:

- love Jesus, the gospel, people, and the church
- work well on their own, be responsible and able to self-regulate
- be excellent with time-management, communication and organization
- be honest, faithful, reliable, diligent, patient, firm, flexible and helpful
- be prayerful, grace-based, Christ & gospel centered, and self-controlled
- be willing to assist with other pastoral opportunities as needed

- be a musician with skills and experience leading worship
- love worship, music and be well-versed with old and new songs
- have skills and experience teaching and governing children/youth
- love children and long to see Jesus formed in their hearts
- be discerning and a pursuer & discipler of people
- be able to accept a 53K salary and 12k benefit package

How to Apply:

Please send a resume, cover letter and MDF to dave@gracepeacebq.com. Priority will be given to ordained or ordainable candidates. May God bless your endeavors for the Kingdom.