

**Job Title:** Assistant Pastor: Congregational Life

**Reports to:** Lead Pastor

**Status:** Full-Time

## POSITION DESCRIPTION

The Assistant Pastor of Congregational Life will advance Trinity's gospel vision by building relationships with our congregation and overseeing and shepherding key aspects of our community life. This role will guide our Sunday operations and shepherd the ministry teams that make Sundays happen. Special focus will also be given to shaping and leading the Welcoming Ministry (how new people connect and grow into our Trinity community). This role will also guide and oversee our Community Groups, as an essential extension of our community life. Other pastoral responsibilities will be included in support of the Lead Pastor.

## RESPONSIBILITIES

**Sunday Worship |** Ensuring an effective environment for Sunday worship and connection.

- Oversee Sunday ministry teams
- Shepherd and provide support and coaching to volunteer leaders
- Ensure our Sunday volunteers are inspired and appreciated
- Provide oversight to any paid Sunday staff (i.e., sound technician)

**Welcome Ministry |** Fostering a community of belonging.

- Oversee Welcome Team & manage our assimilation process
  - Visitor follow up, personal touch
  - Develop a pathway for visitors to become engaged in the church
- Provide support to our Church Life team (smaller church events)
- Coordinate and celebrate membership & baptisms
  - Coordinate logistics for and co-teach the 101 Class
  - Coordinate membership interviews
  - Schedule baptisms
- Oversee "big" belonging events (Easter, Fall Kick-Off event, etc)

**Community Group Ministry |** Cultivating healthy community groups and investing in group leaders.

*The Pastor over Community Groups is responsible for overseeing the ministry in order that 1) intentional gospel community would be open and available to all at Trinity 2) that groups would be aligned to the ministry vision and purpose and that 3) group leaders are supported and equipped for their ministry.*

- Set Direction and Vision
  - Lead with and communicate a clear theological vision for the ministry.
  - Create ministry calendar and effectively communicate with group leaders
- Connect People to Groups
  - Develop a clear pathway for people at Trinity who are not in a group to find and join one
  - Oversee successful group launch or group multiplication for new groups
- Monitor Group Health
- Develop a clear pathway for recruiting, training and approving new CG leaders
- Invest in and care for Group Leaders
- Oversee Content and Resources for Groups
  - Work with Lead Pastor to strategize how sermon series or other key church-wide themes will be deployed into groups.

### **Pastoral Leadership and Care |** Shepherding and teaching the church.

- Provide pastoral care for the congregation
- Minister through the Word and prayer
  - Preaching (10-12 times/year); Other teaching, as opportunities arise
  - Maintain a life of prayer - communion with God, intercession for our people
- Lead in worship, liturgy, and sacrament on Sundays
- Work together with Lead Pastor to refine and implement discipleship strategy

## **EXPECTATIONS**

### **Pastoral Formation & Mission**

- Live out of a Gospel “Rule of Life” (a grace-centered, missional rhythm of life rooted in communion with Jesus)
- Keep a regular weekly Sabbath
- Clear commitment to ongoing growth in spiritual-emotional health
- Continued pastoral learning and development
- Maintain presence with the people and places God has opened up to you for gospel mission

### **Team Ministry**

1. Attendance at weekly worship, pastoral meetings, all staff meetings and session meetings
2. Family participation in the life of the church
3. Active involvement in Presbytery
4. Receive regular evaluations from Lead Pastor and Session - focused on both the Being and Doing of pastoral ministry

## **REQUIREMENTS**

1. Experience of 3-5 years+ church or ministry experience
2. Theologically trained - completed theological education (MDiv or MA)
3. Denominational Buy-in - ordained in the PCA or ability/desire to move toward ordination in a timely fashion. Enthusiastic theological alignment with the PCA.

## **DESIRED QUALITIES**

1. Starter - experience launching and initiating ministries
2. Team builder - an entrepreneurial but not independent working style; able to strike a balance of working as a team player with humility and openness, while also taking initiative as a self-starter;
3. High self-awareness - an ability to “read” others and the way they are perceived by them, ability to read self and how others perceive you.

## **WHO WE ARE**

Trinity Presbyterian Church of Orange County is located in Orange, California, established in 1997. We are a growing multi-ethnic and multigenerational church of about 200 people who view church as family. We are a warm and welcoming body that is intentional in creating a community of belonging for people anywhere in their journey of faith to encounter Jesus. Though we are regionally spread, we “do life” together in community groups. Our vision is to be a church that is deeply rooted in the gospel as we seek to follow Jesus into the renewal of all things - our lives, our county and our world. We are a member of the Presbyterian Church of America and a partner church of the Redeemer City to City network. You can learn more about our church, vision, values and beliefs at <https://www.trinitypresoc.org>.

## HOW TO APPLY

Please send the following to [jobs@trinitypresoc.org](mailto:jobs@trinitypresoc.org)

- Resume
- Cover letter
- Questionnaire responses
- Sermon recordings (at least 2, links preferred)
- References

Please use the following format to label all attachments: **FirstnameLastname\_File** (e.g. JohnSmith\_Resume, JohnSmith\_Coverletter, JohnSmith\_Questionnaire, etc.)

## APPLICATION PROCESS

We are continuing to search for an assistant pastor, but our search is on hold until early September 2022. You may continue to submit applications but we will not move forward until the Fall.

## QUESTIONNAIRE

Please type responses to the below questions to give insight into your life and approach to ministry. Please limit responses to 3-5 sentences per question.

1. Describe your ministry philosophy.
2. Describe how you came to enter full-time ministry.
3. What area of ministry is most life-giving to you?
4. Where do you see yourself in your ministry in 5 years?
5. What was the “best” team you’ve been a part of? (In ministry or work)  
Describe what made it great.