



*Current As Of – 22 October 2022*

## **Job Description**

**Title:** Associate (Assistant [to the]) Pastor for Families and Student Ministries

### **General Description:**

The Associate (Assistant [to the]) Pastor for Families and Student Ministries is a member of the ministry staff of the church and is selected by the Congregation (Pastor and Session) of Millbrook Presbyterian Church for an unspecified period of service. He will work under the supervision the Pastor along with paid and volunteer staff, membership and other sources in coordinating and supporting a comprehensive family and student ministry where actions are in keeping with the overall purpose and values of Millbrook Presbyterian Church (MPC).

### **Education & Experience:**

Bachelor's degree. Masters of Divinity from a reformed seminary and experience/training in ministry desired.

### **General Expectations:**

- Meets the scriptural requirements for an elder (although he may or may not serve as an elder).
- Spends time in prayer and study of God's Word on a daily basis.
- Attends all staff meetings, applicable ministry team meetings, and retreats as directed.
- Attends regular worship services and special events/services.
- Provide timely information to other staff members to facilitate effective communication, provide notice of office hours or schedule, be reachable by cell phone when not in the office, return call and emails in timely manner in order to be responsive to staff, members, etc.
- Excellent organizational and diplomacy skills are essential.
- Endeavor to uphold the peace and purity of the church.
- Assist Pastor as requested. Perform other duties as assigned.
- Opportunities for training and experience in general pastoral responsibilities.
- Reports to Pastor.

### **Specific Responsibilities:**

- Administers and develops all facets of families and student ministry at MPC, focusing primarily on Bible studies, discipleship, and fellowship.
- Responsible for planning, coordinating, and overseeing activities for families and students to promote fellowship, spiritual development and ministry involvement.
- Give direction to and oversee entire families and student ministry including Jr./Sr. High and College Ministry.
- Establish standards for activities and oversee evaluation against those standards to identify progress in achieving the vision.
- Develop a long-range plan for ministries in collaboration with the Pastor and Christian Education Ministry Team.
- Coordinate programming and activities of ministries with the Christian Education Ministry team, Session and Diaconate.

- Recruit, train, and advise volunteers to ensure quality of programs and effective use of resources.
- Meet with leaders regularly to pray and discuss upcoming events, challenges, solutions, and praises.
- Responsible for contacting and beginning relationships with prospects, visitors, and new members of the group to point them to Christ and to assimilate them into the church body through Sunday School, Bible Studies, etc.
- Provide spiritual nurture through Bible instruction, guidance, and positive role modeling.
- Provide counseling and spiritual direction to students on an individual basis.
- Maintain contact with students and families, keeping them informed of topics/themes being studied, special events, and etc. through printed notices, postcards, email, phone calls, etc.
- Maintain a visitation ministry to offer encouragement and support of students and families.
- Responsible for administrative requirements of ministry – to include, but not limited to, annual ministry budgets and expenditure tracking, liability requirements (permission releases, ...), volunteer/visitor/member contact management, ministry attendance tracking,
- Regularly report progress of ministry to Session, Diaconate, and Christian Education Team.
- Preach, exhort, and/or teach as needed
- Complete the requirements of internship (if necessary)/ordination as outlined by Southeast Alabama Presbytery of the PCA and by MPC.
- Prepare for ordination examinations (if necessary) independently and in regular meetings with Pastor.

**Physical Requirements** (with or without reasonable accommodation):

- Some periods at the computer, including repetitive motions.
- Ability to apply mental processes and to concentrate.
- Ability to communicate effectively in person, in writing, and via telephone.
- Ability to change and work in a dynamic, growth-oriented environment where the objectives are emerging and not always clearly defined. Must exercise flexibility.
- Some travel, including international, may be required.
- May be required to lift or transport heavy items. Some bending, reaching, stooping, pushing, pulling twisting, stretching and/or standing may be required.

**Disclaimer:**

This position description is not intended, and should not be construed, to be an exhaustive list of all responsibilities, skills, efforts or working conditions associated with this job. It is intended to be an accurate reflection of those essential job duties and may be updated over time.

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Received/Acknowledged: \_\_\_\_\_