

SPRINGTON LAKE PRESBYTERIAN CHURCH (PCA): ASSISTANT/ASSOCIATE PASTOR POSITION DESCRIPTION

To faithfully shepherd our growing congregation, SLPC is undertaking a search for an Assistant/Associate Pastor who can work with our Pastor. (Specific designation to be determined by the candidate's qualifications and experience.) The ideal candidate will possess strong administrative gifts, able to successfully execute the vision and ministry plan of the Session. Primary areas of ministry will be administering the adult Sunday School program, Community Groups, and Outreach. The Assistant/Associate Pastor will assist with shepherding the congregation, teaching, and preaching. The candidate must possess a Reformed theological perspective and be ordained (or able to be ordained) in the Presbyterian Church in America. Five years of experience in ordained, full-time ministry is preferred.

The hope is to build a long-term staff team. In addition to administrative gifts, candidates must possess clear gifting and passion to shepherd, teach, mentor, and nurture the spiritual development of the congregation in coordination with the Pastor.

This is a full-time pastoral position and provides a salary/benefits package commensurate with qualifications and experience. Please submit applications (resume, cover letter, sermon links, and a completed [PCA Ministerial Data Form](#)) to the Pulpit Committee (email: pastorsearch@slpca.org).

SPECIFIC RESPONSIBILITIES

1. Administrative Leadership
 - A. Adult Sunday School
 - Teach regularly in an adult class
 - Organize the lay leadership of adult classes
 - Assist Pastor in planning adult class schedule
 - B. Community Groups
 - Lead a Community Group
 - Recruit new leaders and hosts for new Community Groups
 - Provide pastoral care to existing Community Group leaders, and provide guidance for pastoral issues among group members
 - Assist Pastor in providing ongoing training and mentoring for leaders
 - Assist Pastor in writing Community Group Discussion Guides for each week's sermon passage
 - C. Outreach & Evangelism – in conjunction with the Session, work to develop and implement new outreach strategies in our local community

D. Volunteer Coordination – oversight of Sunday volunteer leaders: ushers, greeters, coffee café, welcome team. Recruit volunteers for special events as needed.

2. Assist in Shepherding & Discipleship

A. Direct Pastoral Care

- Community Group leaders are the primary shepherding responsibility
- Other members/families as assigned
- Participate in serving at-home communion, hospital visitation, etc. as needed

B. Men's Ministry

- Participate in existing and/or create new discipleship groups for men
- Attend all regular men's events (Saturday breakfasts, annual men's retreat, quarterly Networking Nights, etc.)

C. College/Young Adult Ministry – assist the Youth Director in shepherding college students and young adults

3. Preaching – SLPC has a shared pulpit approach to the ministry of the Word and the Assistant/Associate will be part of a regular preaching rotation

4. Participates in all Session meetings, attends monthly All-Church Prayer meetings (and others when called), weekly staff meeting, annual leaders retreat, and other staff functions as necessary. As a member of the Philadelphia Metro West Presbytery, serves on committees and commissions as time allows.