

Assistant Pastor Job Description

Covenant Community Presbyterian Church

Covenant Community Presbyterian Church in Wexford, PA is seeking an assistant pastor to support our growing bi-lingual and cross-cultural congregation. This position will minister to all members, and guests of Covenant, with a special emphasis of ministering alongside our Spanish speaking folks.

Purpose: Cultivate a deep and growing community of faith and service at Covenant Community, helping the church grow inside and out.

Looking for: A bi-lingual pastor with good interpersonal skills, visionary leadership, organization, and communication skills. Someone who aligns with Covenant's cross-cultural, bi-lingual, multi-ethnic vision with a personal passion to actively pursue it.

Job Posted: 01-15-24 open until filled

Compensation: commensurate with experience **Time:** Full Time Exempt

Reports to: Session & Senior Pastor

Works with: Staff and ministry leaders

Oversees: Various ministries as gifting and graces direct, with special emphasis on Spanish Speaking ministry, and those listed below

Job Description

Discipleship & Leadership

- Lead Outreach
 - Cultivate culture of reaching our communities with the gospel of Jesus Christ
 - Disciple our people with an “all of life” vision of discipleship, that our work is integral, not incidental to living as disciples of Christ
 - Create and cast vision for an effective ministry that seeks to serve others, and by God's grace, welcome into the life of the church
- Lead Assimilation
 - Cultivate culture of radical hospitality from the moment a visitor walks in the door until they get plugged in
 - Disciple and recruit Assimilation ministry leaders and volunteers
 - Create and cast vision for an effective, outward-facing assimilation strategy
 - Help cultivate the unity we have in Christ across lingual and cultural differences
- Lead Groups
 - Develop Bible studies for Spanish speakers
 - Help establish c-groups that are either bi-lingual, or Spanish speaking
- Provide pastoral care as needed, especially for our Spanish speaking members
- Attend all staff meeting and share ministry vision, needs, and desires
- Attend all Session meetings, sharing insight and giving input
- Work closely with the Deacons and Helping Hands ministry, identifying needs and appropriate ways to meet those needs
- Work closely with ESL, focused on connecting with folks, building relationships, and evangelism

Preaching/ Teaching & Communication

- Preach on Sunday morning at least 5-10 times/year
- Regularly lead Sunday morning liturgy
- Verbal translation for Worship services on a rotating basis
- Dedicate time each week to continued education and professional development
- Translate written and verbal communication of ministry vision and updates to engage our Spanish speaking members and guests

Administrative

- General translation needs
- Organize and maintain outreach needs
- Organize and maintain policies and procedures for Assimilation Ministry
- Manage ministry budgets as appropriate
- Prompt response to all communication from church leadership and congregation

Qualifications/ Skills

- Active faith and walk with the Lord
- Demonstrate a passion for the gospel
- Proficient speaking and writing in both English and Spanish
- Ordained, or ordainable as a teaching elder in Presbyterian Church in America
- Accessible and affable staff member, with a heart for building up saints to do the work of the ministry
- Has a passion for spending time with people both in one-on-one and group settings
- Active member of the community outside the church, building relationships in the Hispanic community and beyond
- Desire to learn and grow
- Works well in an in-person office setting
- Collaborative team-player with church staff and fully supportive of the senior pastor
- A deep understanding of his own daily dependence on God's grace and a desire to spread this grace to others

Benefits

- Family coverage: Major Medical, Vision and Dental Insurance
- Retirement
- Life insurance
- Disability
- FICA contribution
- Travel & Communication contribution
- 4 weeks of vacation & 2 weeks of study leave
- Sabbatical policy for full-time ministry staff
- Counseling benefit
- Moving allowance

Interested Candidates: Please submit resume (or CV), cover letter, MDF, 2 sermon samples (English & Spanish), short verbal translation example, and philosophy of ministry to pastorsearch@covcommunity.org