



# New Life Presbyterian Church

## Assistant Pastor

**Role Summary:** To assist the pastor in shepherding the congregation at New Life, with special focus on the areas of outreach and oversight of youth/children's programs.

**Reporting:** While the pastor's church membership resides in the Susquehanna Valley Presbytery, the Assistant Pastor reports to the Session in terms of responsibility for how he functions in his role and will be supervised by the Senior Pastor on a day-by-day basis.

### Qualifications:

- Must exhibit a growing faith in the Lord Jesus Christ.
- Ordained or ordainable as a Teaching Elder in the PCA. If not ordained, the title of the position becomes "Assistant to the Pastor" and he is not responsible for those duties that require ordination.
- Demonstrable preaching/teaching gifts.
- Shepherding heart and people skills.
- NLPC's Child Protection Plan compliant: PA clearances up to date, trained in CPR (Training to occur "on the clock," and cost of training covered by NLPC).
- Demonstrable self-starter and diligent to see tasks through to completion.
- Teachable, self-directed, and high personal standards for workmanship.
- Possess basic computer skills and a willingness, and ability, to learn computer skills.
- Both task oriented and a people person.

### Responsibilities:

- Outreach
  - Works with Session to maintain vision/direction for evangelism and outreach.
  - Establishes and implements evangelistic and outreach strategies.
  - Chairs the New Life Outreach Team.
  - Develops and cultivates within the congregation a focus on the Great Commission (Matthew 28:18-20) and sense of responsibility for personal evangelism.
  - Develops and implements programs as needed to disciple new believers.
- Youth/Children's Oversight
  - Provides oversight and direction of New Life's Christian Education and youth programs.
  - Provide oversight of Sunday School for children and youth, and assist with oversight for adults. This includes review of curriculum, recruitment, training, and assessment of teachers.
  - Supervise the volunteer Sunday School coordinator.
  - Supervise the volunteer nursery coordinator and oversee the nursery program.
  - Teach Sunday School on a regular basis, teaching a variety of ages as needed.

- Oversee the implementation of New Life's Child Protection Plan.
- Preaching/Worship Leadership
  - Preaching:
    - Preach when asked at Sunday Morning and special worship services (typically 5-10 times per year).
    - Deeply committed to study, prayer, and research for sermon preparation and delivery.
    - Deliver messages that are both valuable and accessible to people in all stages of spiritual growth.
  - Worship Leadership: Lead worship services in rotation with the other Elders.
    - Oversee the bulletin production. Senior pastor manages the work of the music director.
- Shepherding Care
  - Ongoing pastoral care for the Assistant Pastor's flock list.
  - Visitation with congregants as needed.
  - Offer biblical counsel as needed.
  - Walk with people, having a pattern of being with the body.
- General
  - Participate in Session meetings as a non-voting member. Moderate Session meetings when asked and when the Senior Pastor is unavailable.
  - Regular participant in Presbytery and General Assembly.
  - Develop and maintain relationships with other pastors and ministries in the community, both inside and outside the PCA.
  - Pursue continual education and spiritual growth (e.g. formal study, personal reading, conferences, writing, etc.).
  - Belong to an accountability group, be mentored, and mentor others.
  - Acts as pastoral liaison for the following ministry teams: Mercy, Missions, and S.I.L.V.E.R.S. (seniors ministry team).
  - Other duties as assigned by the Senior Pastor and Session. (e.g. depending on gifts, help oversee NLPC's online presence).

**Job Classification:**

- Full-time, salaried. Exempt.
- Pay: commensurate with experience.
- Benefits: See Employee Manual .

**Work Schedule:**

- Monday: Day off (Day off is negotiable)
- Tue-Fri: Generally 9:00-5:00
- Evenings and early mornings: As needed, with 2-4 evening/early morning commitments weekly.
- Saturdays: As needed.
- Sundays: Sunday school and Worship, meetings as needed, and fellowship events as scheduled.