

Bethel Presbyterian Church (BPC)
Assistant Pastor Job Description

Directly Reports to: Senior Pastor

Position Summary: The Assistant Pastor is responsible for fostering the spiritual growth, community involvement, and overall well-being of children, youth, and their families within the BPC congregation. This role involves planning, organizing, and implementing various programs, events, and initiatives tailored to engage and support adults, youth, and children.

Education and Experience:

1. Master of Divinity from an accredited, Reformed seminary.
2. Ordained or ordainable in the PCA.
3. At least five years of experience in pastoral ministry.
4. Excellent communication, counseling, and teaching skills.
5. Track record of solid leadership and organizational ability, personable and relatable.

Principal Duties and Responsibilities:

1. *Word and Sacrament:*
 - a. Preach in corporate worship
 - i. 10-12 times per year at BPC.
 - ii. Serve periodic needs within Fellowship Presbytery.
 - b. Assist in leadership of weekly worship service
 - i. When not preaching, as directed by the Sr. Pastor.
 - c. Administer the sacraments in conjunction with the Sr. Pastor.
2. *Discipleship:*
 - a. Christian Education
 - i. In conjunction with the Sr. Pastor and relevant committees, develop, institute, and systematically review a discipleship plan for all ages and stages of Christian maturity at BPC.
 - ii. Sunday School
 - Recruit and train teachers
 - Participate in regular teaching rotation
 - Plan, review, and resource all curriculum
 - iii. Community/Discipleship Groups
 - Obtain/retain group leaders
 - Encourage participation of all BPC visitors and members
 - Plan, review, and resource all curriculum
 - iv. Children's & Youth Ministry Oversight
 - Supervise Children's Education Director
 - Review curriculum and schedule for Kid's Quest, VBS, and other children's ministry initiatives.
 - v. Young Adults

- Develop and maintain a ministry for college students, recent graduates, and young adults.
 - Recruit and retain ministry teachers and leaders
 - Plan, review, and resource all curriculum
 - vi. Family Ministry
 - Provide guidance, counseling, and support to families within the congregation.
 - Offer resources and programs to help families strengthen their faith and relationships.
 - Foster fellowship & support among families.
 - b. Oversight of the Intern Ministry
 - i. Direct oversight of ministry interns
 - ii. Develop/maintain job descriptions
 - c. Shepherding/Congregational Care
 - i. Regular, systematic visitation of the families of BPC.
 - ii. Conduct personal, premarital, and bereavement counseling as necessary.
 - iii. Wedding and funeral planning as needed.
 - d. Fellowship
 - i. Engage in and encourage others to practice life-on-life discipleship
 - ii. Personally participate in and promote intergenerational relationships at BPC.
3. *Outreach:*
- a. Visitors/New Members
 - i. With the Sr. Pastor, engage & follow up with visitors and families
 - ii. In conjunction with the Sr. Pastor, develop and teach Communicants class
 - b. Community Outreach and Evangelism
 - i. Develop strategies to reach out to individuals and families in the local community.
 - ii. Collaborate with church leadership in developing and equipping the body for evangelistic efforts.
 - iii. Engage in community service and partnership initiatives.
4. *Administration:*
- a. Budget planning and oversight for relevant ministries.
 - b. Maintain accurate records of participation and engagement in all relevant ministries.
 - c. Communicate effectively with families, children, and church leadership.

Critical Performance Competencies and Criteria:

1. Demonstrated commitment to Jesus Christ and adherence to the doctrinal statements of the PCA and BPC.
2. Has a passion for discipling and equipping children, youth, and adults for greater spiritual maturity.
3. Committed to BPC's vision and mission.
4. Willing to submit to the authority and direction of the Sr. Pastor and the Session.
5. Deals effectively with the public, church members, and church staff.
6. High level of responsiveness, ability to ask appropriate clarifying questions to anticipate needs, and ability to manage tasks and time independently while paying close attention to details.

If interested, please send a letter of interest, resume, and current MDF to office@BethelChurchpca.com.