

# Gospel Fellowship

PRESBYTERIAN CHURCH

**JOB TITLE:** Assistant Pastor

**JOB CATEGORY:** Ministry

**Location:** Valencia, PA

**Travel required:** Occasional

**Level/Salary range:** Commensurate with experience

**Position type:** Full-time

**HR contact:** Rev. Dr. Matthew Everhard

**Date posted:** 11/20/2024

## APPLICATIONS ACCEPTED BY:

**Fax or Email:** pastoreverhard@gmail.com

**Subject line:** Assistant Pastor

## JOB DESCRIPTION

**Description:** The Assistant Pastor is an ordained (or licensed, ordainable) teaching elder in the PCA, in the Presbytery of the Ascension. called by the Session (BCO 22), his primary calling is to serve Gospel Fellowship PCA, in coordination with the Pastor, by preaching the gospel, serving as a teacher of the congregation, contributing as he is able to the Session, administering the sacraments, coordinating worship services, and exemplifying a godly life in accordance with 1 Timothy 3:1-8, Titus 1:5-9, and 1 Peter 5:1-11.

### Primary Duties

**Teacher of the Congregation:** The Assistant Pastor is a regular teacher of the congregation in weekly adult Sunday school, seasonal leadership training courses, fellowship groups, and Bible studies; and oversees, together with the Pastor and the rest of the Session, the doctrinal fidelity of the church to the Reformed faith.

**Preaching the Gospel:** The Assistant Pastor is a regular preacher in the congregation (at least monthly) and is responsible for preaching Biblical, edifying, and intelligible sermons to the benefit of all. Sunday morning preaching is coordinated with the Sr. Pastor. He is available to preach as needed for special services (i.e. evening services, special services, funerals, weddings, etc.).

**Counseling and Visitation** - serves, together with the other elders, as a biblical counselor to those in distress, and a comforter to those who are hurting. Visits the sick and lonely in homes and hospitals caring for orphans and widows.

**Administering the Sacraments:** The Assistant Pastor assists and coordinates with the Pastor in the administration of the sacraments of Baptism and the Lord's Supper.

**Assisting in Worship Services:** The Assistant Pastor has responsibility to regularly assist in leading worship, as well as to schedule ruling elders to do the same. In coordination with the Pastor, he will be available to give appropriate charges on the occasion of baptisms, the receiving of new members, ordination and installation of officers, and the like.

**Prayer:** The Assistant Pastor must be devoted to prayer in his personal life as well as his ministry obligations, both private and public.

### Secondary Duties

**Committee Work** - should serve as an active member on appropriate committees of the church, to be determined in consultation with the Pastor and Session, together with his particular interests and abilities. Preference should be given to the Shepherding and Christian Education Committees.

**Attends Session:** The Assistant Pastor assists the Pastor in preparing materials for Session meetings (dockets, minutes, attachments), and should actively attend session meetings participating in discussion, and the work of the Session. The Assistant Pastor will have voice, but not vote on the Session.

**Denominational Involvement:** He should be actively involved in the business and life of the Presbytery of the Ascension, serving on a committee as schedule allows. In coordination with the Session and Pastor, he should be regularly active in the denomination through the General Assembly.

**Discipleship** - Engages in personal discipleship with members of the congregation.

### Benefits

**Salary:** Full-time salary, commensurate with experience

**Housing:** Non-taxable housing allowance for ordained ministers

**Benefits:** Health, eye/dental (reimbursement), disability, basic life insurance, retirement plan, social security

**Vacation:** 2 - 3 weeks

**Expenses:** Professional expense account

### To Apply:

Send full resume, references, and/or Ministerial Data Form (MDF) to Rev. Dr. Matthew Everhard (pastoreverhard@gmail.com). Candidate must be licensed and/or ordainable in the PCA (Ascension Presbytery). Must be able to subscribe to the Westminster Confession of Faith. Full background checks and clearances will be administered.

