

ASSISTANT PASTOR JOB DESCRIPTION

Covenant Presbyterian Church – Little Rock, AR

Position Overview: The Assistant Pastor will serve as the Director of Student and Family Ministries seeking to develop and manage ministry to the families of Covenant. He will also assist the Senior and Associate Pastors in general pastoral ministry responsibilities. The position will be full-time (40 hours **per week**).

Qualifications:

- A commitment to the Scriptures as the inerrant Word of God and sole authority of life and practice.
- A gospel (grace) centered ministry philosophy is essential.
- The individual must submit to the Constitution of the Presbyterian Church in America (Westminster Standards and “Book of Church Order”).
- Ordained in the Presbyterian Church of America or ordination eligible.
- Pastoral and/or ministry experience to youth and their families is preferred but not required along with a desire to serve in general ministry areas.
- The individual must have a proven ability to relate to children, teenagers, and their parents. Relationship building skills is a must. This position requires a man who is able to disciple families.
- An ability to teach the Scriptures from a Reformed and Covenantal perspective in a way that will communicate to our contemporary youth culture is a priority. Theological integrity in all matters of ministry to youth and family is essential.
- The individual is to have a commitment to connecting the Student and Family ministries to the general congregation.
- An ability to manage and equip volunteers for ministry both as teachers and leaders is necessary.
- The individual must have the ability to develop ministry plans and the skills to implement the particulars of the plan. Organizational and managerial skills are important for this position.

Areas of Responsibility:

- Ministry to Students
 - Plan and administer the weekly youth group gatherings.
 - Oversee and help teach youth Sunday school.
 - Recruit and develop adult volunteer leaders.
 - Plan and administer an effective discipleship ministry through personal contact with youth (lunches, etc. while maintaining appropriate child protection procedures) small group ministry, and through personal and corporate prayer with and for the youth. The goal of discipleship is to be deepening the youth’s walk with Christ
 - Organize and administer all youth activities including annual summer conference trip (RYM); annual Presbytery retreat (CPYC) along with service projects, missions trips, and additional social events.
 - Develop a strategy to minister to parents of the youth to include establishing effective, regular communications with all parents.
- Ministry to Families

- Give staff oversight to all Children's Ministries including Sunday school, nursery, Covenant Bible Club (VBS), and well as other events and Christian Education programs for children.
- Assist and work with the Children's Ministries Coordinator and serve on the Children's Ministries Committee for planning and implementation of programs.
- Shepherd and disciple the young families through regular communication and active participation in a small group
- Manage and give oversight to CPC's Child Protection Program.
- General Ministry Responsibilities:
 - Assist in other areas of ministry as requested.
 - Assist the Pastors in congregational care as needed.
 - Participate in Session and Presbytery meetings.
 - Prepare and pursue Licensure and Ordination in Covenant Presbytery (if not ordained).
 - Assist in Worship.
 - Preach as needed.
 - Leading the worship liturgy as needed.

Reporting Responsibility: Weekly meetings with the Associate Pastor and monthly reports to the Session. Administrated reporting responsibility is directly to the Associate Pastor.

Personal Requirements: A commitment to prayer, Bible study, leadership of his family (if married), a godly lifestyle that models Christ and a grace-centered approach to life and ministry.

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