ASSISTANT PASTOR

Hope Presbyterian Church

POSITION SUMMARY

We are searching for an Assistant Pastor to aid our current Senior Pastor in the general pastoral care and leadership of the church. Specifically, we are looking for a pastor who can direct our music team, formulate the worship liturgy alongside the Senior Pastor, and lead our church musically each week. We also have a growing children's ministry and the beginnings of a youth ministry that the Assistant Pastor would provide oversight and direction for volunteers and our Children's Director. This role would also involve regular preaching and teaching duties, as well as shepherding and counseling opportunities.

AREAS OF OVERSIGHT

- Music Team
- Sound Team
- Children's and Youth Ministry
- Assimilation of visitors, regular attenders, and new members
- Small group ministry

DUTIES AND RESPONSIBILITIES

Preaching and Teaching

- Faithfully preach gospel-centered, biblically grounded sermons applicable to the life of the congregation.
- Teach various Sunday School classes on rotation.
- Schedule with Senior Pastor to preach every 4-6 weeks.

Worship

- Plan and lead weekly Sunday worship services.
- Lead music and weekly liturgy alongside lead pastor (music selection, lead music team, mid-week rehearsal, elder prayer rotation, lead various aspects of liturgy)
- Administer the sacraments of Baptism and the Lord's Supper on rotation.

Pastoral Care

- Counsel and disciple all church members (with an emphasis on young families).
- Visit at home, lunch, and in hospital as needed
- Conduct weddings and funerals for the congregation as needed.

Children's and Youth Ministry

- Oversee and develop (parent-led) youth group
- Train leaders and teachers
- Disciple students and parents
- Organize trips and retreats

HOPE
PRESBYTERIAN CHURCH

Small Group Ministry

- Coordinate and oversee small group ministry
- Lead a small group

Assimilation and New Members

- Oversee assimilation for visitors and prospective members
- Follow-up with visitors
- Help plan visitor lunches and dinners
- Teach quarterly membership classes
- Coordinate with office coordinator for member interviews
- Place members in shepherding elder groups

Outreach and Community Engagement

- Outreach toward regular attenders, visitors, and neighbors
- Coffee, lunches, neighborhood outreach
- Encourage and participate in evangelism, missions (local, regional and international), and outreach activities.
- Represent the congregation in the local community and the Tidewater Presbytery.
- Participate in Presbytery meetings and fellowship with pastors
- Serve as a member of a committee of presbytery

Administration

- Attend and occasionally lead weekly staff meetings
- Hold office hours 9-12 Tuesday through Friday morning.
- Help with office duties and communication
- Attend monthly Session meetings
- Prepare and forward expense reports to bookkeeper

QUALIFICATIONS & CHARACTERISTICS

- Meets the biblical qualifications for an elder as outlined in I Timothy 3 and Titus 1.
- Pledges to uphold the Westminster Confession of Faith and the Westminster Larger and Shorter Catechisms, and Book of Church Order of the PCA.
- Displays a growing relationship with Jesus Christ, characterized by humility, integrity, and prayer.
- Demonstrates a love for and skill in preaching and teaching.
- Has obtained or is working towards a Master of Divinity degree (preferably from a Reformed seminary).
- Has a deep love for God's people and excitement for ministry in an intergenerational church.
- Supports Hope Presbyterian Church's mission and values.

COMPENSATION

Full-time salary (commensurate with education and experience) and benefit package.

TO APPLY

Please attach and send your resume and a brief (one page or less) statement of your philosophy and priorities of pastoral ministry to office@hopepca.com.