NEW LIFE
PRESBYTERIAN CHURCH

www.newlifepres.org
1430 E. Orangethorpe Ave. Fullerton, CA 92831

Position: Assistant Pastor

Status: Full-Time
FLSA Status: Exempt
Reports to: Senior Pastor

Position Summary

The Assistant Pastor serves the church with a pastor's heart, an organized and dependable leadership presence, and operational competence. Working alongside the staff and Session, this role helps ensure that all aspects of the church's gathered life on Sundays are well coordinated, supporting both worshipers and volunteers. The Assistant Pastor also takes seriously the pastoral responsibility of supporting committees and ministry leaders so that the congregation may mature in Christ and faithfully pursue the church's mission. This role provides pastoral leadership and oversight, while administrative coordination and execution are carried out in partnership with other staff.

Job Description

Sunday Worship and Operations

- Plan and coordinate Sunday worship services, including liturgy and the scheduling of participants (presiders, greeters, prayers, sacraments, and guest preachers).
- Oversee the praise team, including recruiting, training, scheduling, and shepherding praise leaders, musicians, and vocalists.
- Provide pastoral oversight and support for operational ministries, including IT, Multimedia, Audio/Visual, Ushers, Welcoming, and Food/Hospitality, equipping and encouraging ministry directors.
- Oversee church-wide communication priorities and assist in planning church-wide events.
- Partner with the Senior Pastor in planning and coordinating congregational meetings, town halls, and other church-wide gatherings.

General Pastoral Responsibilities

- Participate in Sunday worship services, including presiding, preaching, and the administration of the sacraments, as needed.
- Teach within NLPC's discipleship ministries, including Adult Sunday School, classes, seminars, and other training opportunities, as assigned.
- Attend deacon meetings regularly to provide pastoral support and serve as a liaison between the deacons and the staff.

- Support the church's core value of Sent and Sending by working alongside the mercy and missions committees and serving as a liaison between these committees and the staff.
- Engage in congregational care and general pastoral ministry, including welcoming newcomers, visitation, outreach, counseling, and officiating funerals and weddings, as needed.
- Fulfill the duties of a presbyter, including participation in Session meetings when requested, attendance at biannual Presbytery meetings, and the annual General Assembly.

Qualifications

- Ordained or ordainable in the Presbyterian Church in America (PCA) with expressed commitment to the Westminster Standards and Presbyterian polity.
- Demonstrated organizational and operational competence, with the ability to plan, coordinate, and oversee ministry effectively.
- Proven ability to lead, equip, and encourage volunteers and ministry leaders with clarity and pastoral wisdom.
- Excellent written and verbal communication skills; approachable, personable, and able to build trust across the congregation.
- Demonstrates initiative and sound judgment, working well with clear goals and direction while exercising appropriate independence.

Expectations

- Embrace and actively support NLPC's vision, mission, and values.
- Attend and participate fully in Sunday worship services.
- Pursue a healthy and growing spiritual life through regular personal worship, prayer, and engagement with God's Word.
- Attend weekly staff meetings prepared to report, discuss, collaborate, and pray with the staff team.
- Maintain clear, timely, and consistent communication with the Senior Pastor, staff, and Session.
- Work collaboratively as a team member, celebrating shared successes, contributing ideas, and supporting the work of others.
- Be willing to assist fellow staff members as needed and as capacity allows, for the good of the whole ministry.

How To Apply

- One page cover letter
- Resume (including the email addresses of 2 references and their relationship to you)
- 2 recent sermon recordings (video links preferred)
- Please email all documents to hr@newlifepres.org
- Applications will be reviewed on a rolling basis.