

Assistant Pastor
Christ Presbyterian Church of Houston, TX (CPC)
<https://cpchouston.org>
Contact: Steve Bellis, Executive Director
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I. Position Summary

Christ Presbyterian Church (PCA) is a growing church of over 700 congregants located in the western center of the Houston metropolitan area. We are a member congregation of the Presbyterian Church in America (PCA). As a church, we are known for having a strong emphasis on reformed theology, rich worship, warm fellowship, and faithful expository preaching.

The Assistant Pastor will invest himself in developing community among church members / families and assist them in building strategies to reach out to their peers with the gospel of Christ and enfold them into the life of our church and grow in their love for Christ, His Word, and His Church through the ordinary means of grace.

Working in conjunction with other staff and lay leaders, the Assistant Pastor will develop and implement a plan for growing and sustaining a mature walk in faith with the Lord through Sunday School teaching, counseling, personal discipleship, and weekend seminars. He will also be responsible to assist parents in the development of biblical, spiritually informed parenting skills so that parents will be enabled and encouraged to foster within their families a spirit of reverence for worship, obedience to God's Word, evangelism, and service.

II. Position Requirements

Education / Experience: College graduate, MDiv seminary degree, church pastoral work experience.

Knowledge: Understanding of Biblical and reformed theology; well informed about the culture and issues; an understanding of management principles for staff and ministries; financial principles for budgeting.

Skills: Strong leader; relational; gifted preacher, teacher, and communicator; computer skills; ability to relate well to and form effective relationships with church members and their families; ability to develop and implement a strategic, sustainable plan and ministry; team player.

Time Commitment: 40-50 hours per week. This role requires regular evening and weekend responsibilities, with flexibility in scheduling.

Special Talents, Skills Preferred: Recruitment, leadership, equipping, delegating, organization, administration, developing and maintaining effective relationships with church members and families.

Resources and Training Provided: Time and budget for ongoing continuing education opportunities and training.

Personal Characteristics: will have the following personal characteristics:

- ✓ **Integrity** – character above reproach.
- ✓ **Teachable Spirit** – Humble, lifelong learner who is open to development and feedback.
- ✓ **Passion for Excellence** – Has a passion to glorify God through excellent service and ministry to CPC church members.

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- ✓ **Flexibility** – Adaptable in the dynamic flux of a large city and growing church.
- ✓ **Responsible** – Turns ideas into deadlines and dependably sees projects to their completion.
- ✓ **Enthusiastic** – Pleasant to work with and genuinely excited about the pastoral vocation.
- ✓ **Generous** – Grateful and giving in response to God's grace in his own life.
- ✓ **Leadership** – Has the ability to engage and promote activity through others.
- ✓ **Creativity** – Has the ability to think strategically about new initiatives.
- ✓ **Team Player** – Works collegially with other staff members to accomplish the shared mission and goals of CPC ministry.

III. Description and Responsibilities

1. Partner with ministry staff members in casting vision, training, developing, and implementing strategies for developing trained and equipped lay people to accomplish the purpose of spiritual formation in the lives of church members.
2. Provide leadership and oversee the education and equipping of parents with appropriate biblically based parenting skills.
3. Provide leadership and oversee the education and equipping of spouses with appropriate biblically based marriage skills.
4. Serve as a teacher for an adult Sunday School class focused on shepherding, teaching, and equipping members and families while also attracting and assimilating new members and families into our church body.
5. Lead and coordinate CPC's City Group ministry. This includes leading a City Group, recruiting and training leaders, recruiting and assimilating new members, and writing sermon reflection guides from Labor Day to Memorial Day.
6. Plan and lead events and weekend conferences for the purpose of discipling CPC families and reaching out to new families.
7. Serve as a resource and sounding board for other church ministries as requested or assigned. The Assistant Pastor has narrow individual ministry responsibility, but he should have broad shared ownership over all ministries of our church.
8. Perform other duties as requested by the Senior Pastor.
9. Reports directly to the Executive Director