

ASSISTANT PASTOR / PASTORAL INTERN

Position Description

Trinity Presbyterian Church (PCA) is seeking an individual for the position of Assistant Pastor. This person should be a mature Christian man who is called to full time ministry, enjoys studying God's word with people, loves working with teenagers, and wants to be part of the vision to support and establish new reformed churches in the New York Metro area.

Trinity Presbyterian Church in Mt Kisco is a vibrant community of faith serving Northern Westchester County, committed to clear Bible teaching, joyful worship, and authentic relationships. From our humble beginnings as a church plant of in Redeemer Church in Manhattan, we have grown into a community of all ages, including families, retirees and college students. We are blessed with a tightly-knit team of staff and volunteers. We also now have our own multi-functional church campus, including our sanctuary for worship, fellowship hall, library, classrooms, gymnasium, and multiple soccer fields and playgrounds.

The ideal candidate will fulfill the following responsibilities:

Teaching:

- Assist Senior Pastor with teaching and preaching:
 - Preaching an estimated nine times per year.
 - Leading services an estimated twelve times per year or more, as needed
 - Help with Youth Group Meetings & Youth Sunday School Classes
- Have a pastoral heart to help the Senior Pastor shepherd and encourage the saints, which means making Trinity your home church because of the people as much as the job responsibilities and duties.
- Work with the teenage youth in community outreach and event planning

Sunday Operations:

- Help recruit and show appreciation to volunteers for Sunday operations, including welcome team, ushers, hospitality, communion servers and prayer ministers, organizing and administering an annual volunteer appreciation banquet
- Send out weekly reminders to volunteers and help facilitate schedule changes as required.

Other Responsibilities:

- Assist with administrative tasks - assigned duties as needed.
- Have the following skills and gifts:
 - Clear communication
 - Administration
 - Time management
- Attend all mandatory meetings and events including Sunday services.
- Have the following qualifications:
 - MDiv, or in seminary in the process of completing MDiv.
 - Ordination in the PCA, or willing to be ordained in the PCA.
- Have a character above reproach, teachable, self-starter, high emotional intelligence.
- Report to the Senior Pastor as an employee of the Session. Will receive an annual performance review.

Compensation

Trinity Presbyterian Church provides a package that includes:

- Competitive salary, depending on experience/education (\$65,000-\$85,000 annually)
- Health Insurance Allowance, and Life, Disability, and Dental insurance.
- Three weeks paid time off per year plus 1 week of study leave.

Please visit our website for more information on our church:

www.trinitychurchny.com

For questions or to apply, please send your resume and cover letter to our Church Administrator: administrator@trinitychurch.cc