First Presbyterian Church
POOLER, GEORGIA

Assistant Pastor Job Description

WHO WE ARE:
First Presbyterian Church Pooler (FPCP), was planted in 2005 in a suburb of Savannah, Georgia by the Savannah River Presbytery. We are an ordinary means of grace congregation, focused on the vision of Word-Centered, Worship-Centered, and Witness Centered. Our current pastor was installed in November of 2025.

ASSISTANT PASTOR JOB SUMMARY:
An ordained (or ordainable) man in the PCA who will labor alongside the Pastor and the Session to shepherd and disciple the congregation. He will also be responsible for youth and men's ministry. At the invitation of the Session, he will attend monthly Session meetings, and is expected to be a faithful presbyter in the Savannah River Presbytery.

JOB DESCRIPTION:
SHEPHERDING
The Assistant Pastor will have the habit of meeting with God's people, exercising a ministry of faithful presence. He will assist the pastor in discipling and training leaders to build up the Body of Christ. He will give particular attention to relationships within the specific areas of ministry to which he is called: men and youth.

PREACHING AND TEACHING
The Assistant Pastor will preach once a month at the pastor's discretion. He will regularly teach Youth Sunday School and Wednesday Evening. He will lead/teach/facilitate regular meetings of the Men's Ministry. He will also lead our monthly Prayer Meeting.

YOUTH MINISTRY
The Assistant Pastor shall be responsible for overseeing all aspects of youth ministry (Grades 7-12). This will include the recruiting and training of volunteers in that area of ministry, as well as regular teaching responsibilities during the Sunday School hour and on Wednesday evenings. Camp attendance, short-term mission trips, and other additional components of youth ministry should be cultivated in consultation with the Session.

(912) 330-9415 pastorkyle@firstprespooler.com
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MEN'S MINISTRY

The Assistant Pastor will lead the Men's Ministry at FPCP. In keeping with the overall vision of the church, Men's Ministry will seek to encourage, equip, and disciple our men. These meetings will happen once a month and will include aspects of Bible study, fellowship and accountability. A pre-existing ministry platform or curriculum (i.e.: BetterMan, etc.) may be utilized, in consultation with the Session.

LIFE GROUPS

The Assistant Pastor (and his family) will be regular participants in one of our Life Groups. These groups are ultimately determined by geographic location, so once a final housing choice has been made, the Assistant Pastor will be placed in a Life Group.

ADMINISTRATION

The Assistant Pastor shall attend weekly staff meeting, and will be invited to monthly Session meetings.

DESIRED CHARACTERISTICS

- Strong commitment to ordinary means of grace ministry.
- Skilled Bible teacher.
- Humble and joyful.
- Teachable, and willing to be a part of a ministry team.
- Committed to in-person, faithful presence in all aspects of ministry.

VOCATIONAL DEVELOPMENT

The Assistant Pastor shall have quarterly meetings with the pastor to discuss the cultivation of further ministry competencies. In addition, the personnel committee (consisting of three officers of FPCP) shall conduct an annual evaluation. There will be a timeline, based upon ordination and experience, for the Assistant Pastor to be called as an Associate Pastor.

HOW TO APPLY

Please send the following to pastorkyle@firstprespooler.com

- Cover letter
- Resume
- MDF
- Address to two or three audio/visual sermon recordings