



## Assistant Pastor for Youth and Families

### **Position Summary**

The Assistant Pastor for Youth & Families is to help the Senior Pastor and the Session of Forestgate Presbyterian Church (FPC) in shepherding the flock in general, with particular responsibilities to oversee the Youth, Christian Education, and Engagement (often called local missions) Ministries of the church. He also needs to be an ambassador to the local community on behalf of the church.

The Assistant Pastor will work closely with the Senior Pastor and Session in evaluating and refining FPC's Youth, Christian Education, and Engagement vision and strategy as God leads. He will assist the Senior Pastor, as directed, in accomplishing day-to-day activities of the church and in longer range plans and programs. The Assistant Pastor is encouraged to display initiative and teamwork in all things, rather than simply waiting for instructions.

### **Expectations**

The Assistant Pastor should be a passionate Christ-centered leader who is a good communicator, motivator, team builder, and mentor with a genuine pastoral heart. His personal actions and relationships must reflect character based on Biblical standards, including being trustworthy, compassionate, approachable, and personable.

In the Assistant Pastor's principal areas of responsibility (Youth, Christian Education, and Engagement), he is to initiate, plan, and oversee programs and activities that empower, encourage and equip the officers, staff and congregation to serve Christ according to the vision and ministry philosophy of the church.

FPC affirms the priesthood of all believers. This means that leadership draws upon the gifts and contributions of many individuals in the FPC congregation in serving the church and carrying out its ministries. Therefore, the Assistant Pastor must be a team player and incorporate others as functioning parts of the ministries for which he is responsible.

The call to "grow together in Christ," also defines the heart of the Assistant Pastor's job to inspire unity, encourage fellowship, and nurture spiritual maturity in the flock at FPC.

In all things, the Assistant Pastor should demonstrate personal righteousness, faith, and love for Christ and others.

### **Duties**

Primary duties of the Assistant Pastor include, but are not limited to, recruiting volunteers from the congregation and then training them to assist in developing, planning, and executing all aspects of the Youth, Christian Education, and Engagement Ministries. Obviously, all the work in these ministry areas (and others) cannot be done by one person, so the Assistant Pastor is expected to encourage all individuals in the church (regardless of age), as he has opportunity, to find their God-given abilities, talents, and spiritual gifts and then to find an avenue of service to use them.

### **Youth Ministry**

The Assistant Pastor will support the FPC Philosophy of Youth Ministry. This includes administrative duties, providing vision and training for the Youth Ministry Team for Wednesday evening Youth Group and for Youth Discipleship Groups (if any). He will shepherd youth and their families, including providing biblical counseling, encouragement, and assistance to parents who may be struggling with

rebellious and/or wayward sons or daughters who are non-communicant or communicant members of the church. He will endeavor to create and direct an on-going discipleship training program targeted to helping the youth in the church to grow as faithful followers of Christ, who will continue to do this long after they “graduate” from being youth.

Other related youth duties consist of teaching and leading the Youth Group meetings and overseeing service projects including possible future local outreaches and world missions opportunities. He serves as the Session representative for Youth Ministry.

### **Christian Education Ministry**

The Assistant Pastor is the staff point-of-contact for all things related to Christian Education at FPC to include Sunday School, Vacation Bible School, and the church’s scripture memory program called Swordfighters. He will work in coordination with and as a member of the Christian Education Ministry Team (CEMT) to provide vision for, direction to, and evaluation of the effectiveness of CE at FPC. He will coordinate with the Sunday School Superintendent regarding all issues related to the administration of the Children, Youth, and Adult Sunday School classes to include curriculum selection, scheduling of classes, and recruiting and training of teachers and teaching assistants.

The Assistant Pastor recruits and supports a volunteer team that conducts at least one VBS program during the summer vacation period. The Assistant Pastor coordinates with the volunteer leader of Swordfighters and helps that person carry out that program.

### **Engagement Ministry**

The Engagement Ministry Team (EMT) is Forestgate's local outreach ministry. The Assistant Pastor may either serve as the chair or a member of the team, assists in recruiting additional team members, and provides vision for the team. The purpose of the EMT is to cultivate self-sacrificial, neighbor-loving hearts in the congregation. Therefore, the Assistant Pastor works with the EMT to strategically inculcate this in appropriate areas of the church. The Assistant Pastor integrates this with Christian Education and general Christian discipleship by influencing selection of Sunday School curriculum, small group studies, men's and women's studies, Youth Ministry curriculum, and/or evangelism programs to encourage and equip the congregation in local engagement.

The Assistant Pastor does not have to lead every study, class, or effort, but he works with the EMT & deacons in evaluating opportunities for local service & outreach, providing organization, direction, and support to planners of church events or ministry efforts with an outward focus. This may include but is not limited to outreach to the US Air Force Academy, local schools, neighborhoods surrounding the church, and church members' neighbors. The Assistant Pastor also integrates the work of the EMT with the church plant resident (when FPC has such a person on staff) to evaluate and organize church plant opportunities. The EMT also provides evaluation and input to the session on all external funding requests for local missions efforts (e.g. a new RUF chapter at a local university).

### **Preaching**

Although the Senior Pastor’s highest priority is the regular weekly preaching of the Word of God, the Assistant Pastor will be expected to preach at least six times per year to spell the Senior Pastor when he is away or has other important things to accomplish. It is also important that the Assistant Pastor have the opportunity to develop and practice his own preaching skills.

### **Management Oversight**

The Assistant Pastor reports directly to the Senior Pastor. The Session, with input from other church leaders, develops the vision for the church and the necessary strategies to carry out that vision. The Senior Pastor has primary responsibility for the overall management and leadership of the church on behalf of Session by overseeing and guiding staff and ministry teams to accomplish the vision set for them. The Assistant Pastor is expected to assist the Senior Pastor in these tasks by demonstrating

servant leadership and by encouraging a spirit of respect, cooperation, and camaraderie.

### **Other General Responsibilities**

Pray for the congregation, staff, and leaders of the church.

Share with the ruling elders in leading worship services and leading congregational prayer during worship services on a regular basis.

Assist in the Session's system of shepherding in which all teaching and ruling elders take proportionate responsibility for shepherding all member families and individuals in the church. The Assistant Pastor will also tend to the youth and their families in the church before they become members. Shepherding occurs not just by visitation, but also through small group and classroom educational opportunities, and through relational discipleship of members by officers and church leaders.

Attend stated and called Session and Congregational meetings. Attend Session retreats to review vision, assess ministry effectiveness, and establish annual objectives and priorities. Support and encourage all ministries of the church through prayer, involvement, and advice.

Attend Rocky Mountain Presbytery meetings, participating on presbytery committees where needed. Attend General Assembly as the church budget allows.

### **Accountability and Review**

Since the Assistant Pastor responsibilities are demanding, it is expected that he will give priority to maintaining his personal walk with Christ, spending quality time with his family, carving out time for a restful Sabbath day every week, seeking personal accountability, and utilizing all vacation days. The Assistant Pastor will also maintain regular accountability with the Senior Pastor and collaborate with the Senior Pastor in conducting an annual review of his ministry. Although the Assistant Pastor reports directly to Senior Pastor he is accountable for his own time. It is estimated that his duties will require approximately 50-55 hours per week.