



CLEMSON PRESBYTERIAN CHURCH

Assistant Pastor Job Description

updated 12/19/22

Purpose

This position exists to help develop mature disciples of Jesus Christ among the adults of Clemson Presbyterian Church.

Goal

Develop, implement, and refine a strategy for bringing the adults of CPC to maturity in Christ, in accord with the church's values, vision, mission, and definition of a mature disciple.

Reports to: Senior Pastor

Relates Closely with: Session, Pastoral Team, other church staff

Job Responsibilities

1. Small Groups
 - a. Increase the quality and quantity of small Groups that are environments of relationship, equipping, prayer, and service.
 - b. Recruit and train new leaders.
 - c. Select curriculums.
2. Assimilation
 - a. Develop and execute a process whereby visitors are enfolded into the membership and life of the church.
3. Adult Education
 - a. Oversee other areas of adult education, primarily Sunday School as a supplement and bridge to small groups.
 - b. Recruit and train teachers for Sunday School.
 - c. Utilize other opportunities such as conferences as appropriate.
4. Mobilization
 - a. Help the members of CPC discover and use their gifts inside and outside the church.
5. Women's Discipleship
 - a. Oversee the Women's Ministry Coordinator, together developing women's discipleship in a way that aligns with and complements other adult discipleship opportunities.
6. Men's Discipleship
 - a. Develop men's discipleship that aligns with and complements other adult discipleship opportunities.
7. Provide pastoral care to the congregation along with the rest of the pastoral team.
8. Participate in courts of the church as a presbyter.
9. Create and implement a plan for personal and spiritual growth and professional development.

Evaluation

The Senior Pastor evaluates this position annually. A written report is prepared of this evaluation and signed by the Assistant Pastor of Adult Discipleship and the Senior Pastor. During the course of the evaluation, the Job Description shall be reviewed and needed alterations discussed.

This description is not intended to be an exhaustive list of all responsibilities, skills, or working conditions associated with this job. It is intended to be a reflection of the principal job elements essential for making compensation and employment decisions.

Time Required

Full Time

Salary and Benefits

See Budget

