

Assistant Pastor Job Description

Position Summary:

The Assistant Pastor works under the Senior Pastor and Church Session. He will be responsible for shepherding and discipling our congregation, as well as reaching out to non-Christians in the church vicinity.

Ministry Responsibilities:

Lead and cultivate discipleship ministries to multiply, mature, and equip disciples to help individuals move from unbelief to belief, belief to maturity, and maturity to ministry multiplication. This includes the ministries of small groups, youth and children's programs, teaching, outreach, and evangelism.

- A. **Shepherding:** Help to meet the shepherding needs of our congregation, including crisis needs, on-going spiritual health, church discipline, and following up with absentee members.
- B. **Discipleship:** Engage in discipling and training leaders to build up the body of Christ at Covenant.
- C. **Preaching** (if ordained or ordainable): Preach as planned by the Session - up to 25%- of the messages that faithfully exposit Scripture and apply its truths to the hearts of the audience.
- D. **Teaching:** Assist in teaching God's Word in Sunday School and/or children's ministries, ensuring that spiritual growth needs are met for members and seekers alike.
- E. **Outreach/Evangelism:** Encourage and engage in personal evangelism as part of an overall outreach strategy. Identify and help to develop opportunities to help our congregants to participate in His Kingdom's work.
- F. **Mercy/Service:** Observe the various needs and hurts in the local community, and strive to help our congregation tangibly address some in a Christ-glorifying fashion.

To enable fruitful ministry at Covenant, the Pastor's duties and responsibilities will be modified as necessary - perhaps at the annual review from ruling elders (Article IV, Section 5 of Covenant Church by-laws).

Qualifications:

- A. Spiritual:
 - The gospel is daily manifested in his life and is the driver of spiritual growth.
 - Deep love for Christ's church and His people.
 - Dependent upon and guided by prayer.
- B. Personality and gifting:
 - Evangelistically skilled and fruitful.
 - Effective in multiplying mature and equipped believers.
 - Efficient in planning, organization, and execution, yet adaptable as well.
 - Able communicator in person (face-to-face), via email, and *in-pulpit (if applicable)*.
 - Enjoys working with others and is able to handle crisis situations with biblical resolution.
- C. Professional:
 - Seminary-trained male who's ordained (or will seek ordination) in the Presbyterian Church of America.
 - Fully aligns with PCA & Westminster Confession of Faith.
 - Works well with and encourages other team members, especially in areas of ministry collaboration.
 - A coachable, teachable self-starter who is self-motivated and hard-working.
 - While not required, prefer a candidate with some pastoral or other full-time ministry experience.

Workload and Accountability Structure: This position is salaried and expected to average about 40 hours/week (including Saturday & Sunday activities). The Assistant Pastor is under the direction of the Session.

Who we are:

Covenant Church PCA is a medium-sized (150-175 average Sunday attendance) Reformed congregation in Whitestone, NY. We're primarily of ethnic Chinese descent, middle/upper-middle class economically, with a very wide age spectrum. Couples with children form our nucleus, but we also serve a number of mature adult singles. We are committed to and concerned primarily with the maturity and development of individual Christians to Godly living and service. We believe God has placed us in northern Queens to provide men, women, and children with a church where they can worship God in simplicity and in truth; grow in their knowledge, trust, and love of God; and serve the Lord Jesus Christ in the company of other Christians.

If Interested: Send resume and a cover letter to CovenantChurchPCAPSC@gmail.com. Eventually you'll need to fill out the PCA Ministerial Data Form too: <https://www.pcaac.org/pastor-search/pastors-open-to-a-new-call>

The cover letter should be personalized for this position and address the following topics:

- A. What is your sense of calling?
- B. What are your desires and goals in ministry?
- C. Why are you interested in this position at this particular point in time?