

# Assistant Pastor Job Description

## All Saints Presbyterian Church

All Saints Presbyterian Church in Meridian, Idaho is seeking an assistant pastor to support a growing congregation and its senior pastor. Idaho's Treasure Valley has dramatically grown over the past decade, and All Saints represents the only PCA church in the state of Idaho! We have planted a church in downtown Boise, that will soon transition to standing on its own. We plan to continue to plant churches throughout the Treasure Valley. Much about our church, including our vision and values, can be found at: [allsaintspca.org/home](http://allsaintspca.org/home)

**Purpose:** Cultivate deep and growing community at All Saints. Help the church grow inside and out.

**Looking for:** A multi-talented self-starter. Excellent leadership, organization, and communication skills

**Compensation:** \$45,500/ year

**Time:** 20 hours/ week

**Reports to:** Senior Pastor    **Works with:** Staff and ministry leaders    **Oversees:** Community Group leaders, Assimilation ministry

## Job Description

### Discipleship & Leadership

- Lead Community Group (CG) ministry.
  - Disciple, coach and mentor CG leaders
  - Provide resources and lead training sessions
  - Initiate and lead a Community Group
  - Build a culture of planting into All Saints CGs
- Lead Assimilation Ministry
  - Cultivate culture of radical hospitality from the moment a visitor walks in the door until they get plugged into a CG
  - Disciple and recruit Assimilation ministry leaders and volunteers
  - Create and cast vision for an effective, outward-facing assimilation strategy
- Execute annual job performance review with supervisor in order to set and evaluate goals
- Attend all staff meeting and share ministry vision, needs, and desires
- Lead new ministry initiatives in alignment with All Saints' vision

## Preaching/ Teaching & Communication

- Preach on Sunday morning 5-10 times/ year
- Work towards planting a new church in the Treasure Valley (if interested)
- Regularly lead Sunday morning liturgy, including prayer for the church and the world
- Dedicate time each week to continued education and professional development
- Teach a CG, and train other CG leaders and Assimilation ministry leaders
- Written and verbal communication of ministry vision and updates

## Administrative

- Organize and maintain rosters for all Community Groups
- Organize and maintain CG leader guidelines
- Organize and maintain policies and procedures for Assimilation Ministry
- Manage CG and Assimilation ministry budgets
  - Purchase engaging resources/ materials, and communicate with supervisor and/ or session as budget needs arise or are anticipated
- Prompt response to all communication from church leadership and congregation

## Qualifications/ Skills

- Active faith and walk with the Lord
- Demonstrate a passion for the gospel
- Ordainable as a teaching elder in Presbyterian Church in America
- Accessible and affable staff member, with a heart for building up saints to do the work of the ministry
- Has a passion for spending time with people both in one-on-one and group settings
- Desire to learn and grow
- Works well in an in-person office setting
- Collaborative team-player with church staff and fully supportive of the senior pastor
- A deep understanding of his own daily dependence on God's grace and a desire to spread this grace to others