



Position Description

45 hours/week

Title: Assistant Pastor of Families and Outreach

PURPOSE: The **Assistant Pastor of Families and Outreach** is responsible for *creating* a culture committed to growth in discipleship at every life-stage in the church, *assisting* with the shepherding care of the congregation, and *executing* a holistic discipleship ministry aimed at developing and deploying maturing disciples in a church committed to reaching our community with the Gospel.

REPORTS TO: Senior Pastor (SP)

WORKS WITH: Church Staff, Missions Committee, Summit School Staff

OVERSEES: Children's Ministry Director (Part-time), Small Group Leaders, Sunday School Teachers, Men's/Women's Ministry Leaders

FAMILY MINISTRY/DISCIPLESHIP (50%)

- Cast vision for and lead ministry to the covenant youth of our congregation (infant-18 yrs) and their families, under the paradigm of "Word-Based Ministry".
- Work with the Children's Ministry Director to plan & execute family ministry events, activities, parent seminars, volunteer trainings, communicants class, etc.
- Give pastoral oversight to Children's, Men's/Women's, and Marriage Ministry.
- Oversee the Christian education of Westminster PCA by planning curriculum and teaching, as well as equipping leaders for Adult Sunday School classes and Small Groups.
- Work alongside ministry staff to develop holistic discipleship for all life stages in terms of "head/heart/hands", including intergenerational connections/mentoring.

OUTREACH (30%)

- Work closely with Summit School Staff for the purpose of outreach and discipleship to students and families via our mission school.
- Work with the Missions Committee to cast vision for Faith Promise, execute annual Missions Conference, intentionally engage our congregation in outreach opportunities within our community, and plan and lead mission trips.
- Provide shepherding oversight of our missionaries.

PASTORAL MINISTRY (15%)

- Faithfully preach the Word of God 8-12 Sundays per year.
- Administer the Sacraments, as requested by the Senior Pastor.
- Assist with pastoral visitation and counseling, especially for marriages and young families.
- Conduct weddings and funerals as needed.
- Be a 'churchman', actively involved in Presbytery and General Assembly, as able.
- Other duties as assigned by the Senior Pastor.

ADMINISTRATION (5%)

- Attend weekly staff, Worship Planning, & 1-1 meetings with the Senior Pastor.
- Provide written reports to Session monthly and attend as necessary.