

Job Description
ASSISTANT PASTOR
Grace Presbyterian Church, St. Charles, MO

The Assistant Pastor must have a vibrant relationship with Jesus Christ and a desire to minister to Christ's church.

Primary Objective:

To oversee youth ministry, assimilation of visitors, community groups, and assisting the Senior Pastor of the church.

Reporting Relationships:

The Assistant Pastor reports to the Pastor on a day-to-day basis. He reports regularly on his progress to the Session.

Requirements:

- An applicant must be ordained or ordainable in the Presbyterian Church in America
- Must be willing to be submissive to the church leadership and the doctrines of the church
- Must be able to collaborate and work well with others

Responsibilities as Assistant Pastor:

1. **Youth:** Employment shall include oversight of all youth related events including, but not limited to Sunday school, Wednesday evening meetings and occasional Sunday evening meetings, and Wednesday night activities.
2. **Liturgy Planning:** Employment shall also include the planning of all liturgy for the services in conjunction with the theme of each service.
3. **Community Groups:** The Assistant Pastor is responsible for the oversight of all community groups. He will oversee the development of new groups and training for existing leaders and hosts.
4. **Assimilation:** The Assistant Pastor will be responsible for all oversight of the assimilation ministry, referred to as Connections Ministry, related to the church. This includes oversight of greeters, methods to welcome visitors, follow-up of visitors, and general assimilation into the church body.
5. **Ministry Expenditures:** The Assistant Pastor will be responsible for oversight of all expenses related to any area of his oversight.
6. **Staff Meetings:** The Assistant Pastor is expected to attend weekly staff meetings and be prepared to discuss ways that we can improve and grow Grace.
7. **Additional Responsibilities:** It will be the responsibility of the Assistant Pastor to attend all youth related camp trips and oversight of volunteers with the ministry. The Assistant Pastor will be expected to lead worship regularly and preach occasionally. The Assistant Pastor will be responsible for the preparation of the sermon study packets for the Senior Pastor.

Compensation:

Compensation for the Assistant Pastor will be \$50,000-55,000 a year, plus healthcare, retirement, and other benefits.

Qualified applicants may send a resume and cover letter to mike@gracepca.net.