



Position Description: Assistant Pastor

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Description: The Assistant Pastor of City Presbyterian Church is a full-time member of church staff, who will assist the Lead Pastor in the overall work of church ministry. Particular areas of responsibility include church administration (i.e. finances, facilities, and Sunday operations) as well as ministering to youth.

Qualifications: A successful Assistant Pastor is characterized by the following:

- Has an abiding love for Christ, and an enduring love for Christ's Church despite her flaws
- Is aligned with the vision, values, and theology of City Pres
- Is ordained or ordainable in the Presbyterian Church in America
- Has demonstrated skill in motivating, inspiring, and leading teams of volunteers
- Has significant experience in finance and operations, preferably in a church or non-profit setting
- Can build a youth ministry culture that welcomes kids from a diversity of schools

Responsibilities: Teaching and Leadership

- Preach four to six times a year
- Engage in other speaking/teaching engagements as assigned
- Regular 1 on 1s with Lead Pastor
- Monthly staff meetings and session meetings
- Other relevant duties as assigned

Responsibilities: Administration

- *Finances*
 - o Manage finance-related matters for the church
 - o Interface with finance-related vendors (e.g. bookkeeper, banks, lenders, governmental agencies, insurance carriers, etc.)
 - o Assist with employee onboarding, payroll setup, and payroll questions
 - o Collaborate with and support the volunteer Church Treasurer
 - o Oversee the volunteer Finance Team
 - Seek their input and help as necessary (e.g. during the annual budgeting process, when significant financial matters arise, etc.)
 - Recruit and coordinate the volunteers on this team



- *Facilities*
 - o Oversee maintenance staff and their work of caretaking the facilities
 - o Oversee the volunteer Building Team
 - Lead and support their ministry of building improvements and maintenance, including the coordination of church-wide workdays
 - Recruit, coordinate, and troubleshoot for the volunteers on this team
 - o Interface with building-related vendors (e.g. janitorial company, utility companies, waste disposal services, contractors, etc.)
- *Sunday operations*
 - o Oversee the volunteer Hospitality Team
 - Lead and support their Sunday ministry of: setup and cleanup, welcome, procurement, mercy, and emergency response
 - Recruit, train, coach, and troubleshoot for the volunteers on this team
 - o Oversee other logistics related to Sunday worship (e.g. communion preparation, offering collection, seasonal decorations, etc.)

Responsibilities: Youth Ministry

- *Student/Youth Engagement*
 - o Wednesday Night Large Group – weekly planning, teaching, set-up
 - o Sunday Morning – facilitate weekly group check-ins with youth
 - o Weekly parent/student communications
 - o Weekly 1:1 & small group discipleship meetings
 - o Coordinate monthly youth-service days with Restore OKC
 - o Develop/create/vet teaching curriculum & speakers
 - o Develop, recommend, and maintain ministry budget
- *Special Events =*
 - o Plan and execute special youth events (e.g. weekend Winter Retreat, week-long summer camps, Six Flags trip, etc.)
 - o Plan and execute semi-annual fundraisers (e.g. service auction, trivia night)
 - o Attend weeklong Youth Leadership Training conference (yearly)
- *Family Engagement*
 - o Prayer for students & families
 - o Check-in with new/old families of students
 - o Attend students' events, i.e. plays, sports, graduations, etc.
- *Leadership Development*
 - o Recruit, coach, and support Youth Ministry volunteers – monthly meetings
 - o Coordinate Youth Ministry support team – quarterly meetings

**Commitment**

- *Hours:* 40 a week (on average)
- *Projected start:* June 2025
- *Good faith commitment:* at least 3 years
- *Church membership:* is, or willing to become, an involved member at City Pres

Compensation & Benefits

- *Salary:* commensurate with qualifications
- *Vacation:* up to four weeks of vacation each year
- *Tuition assistance for ministry training:* available, please inquire

Interested parties should submit cover letter and resume to searchteam@citypresokc.com

Note: We currently have multiple positions open, so in your letter please specify the position to which you are applying.