

## **Pastoral Assistant (FT)**

Redeemer Presbyterian Church - Charleston, SC

Redeemer Presbyterian Church (PCA) is seeking a Pastoral Assistant to serve Christ and His church by leading and coordinating ministry to our youth and overseeing the planning and logistics of Sunday morning worship. This is **not a preaching position** and is not designed as a pathway to senior pastorship at Redeemer. Instead, it is a vital support role that works closely with the senior pastor, pastoral staff, elders, and ministry leaders to serve the congregation faithfully.

While the primary focus will be on youth ministry and worship coordination, this position functions as a **flexible, catchall role** that adapts to the needs of the church. The Pastoral Assistant serves as an **administrative and organizational buffer** for the senior pastor, ensuring that ministry operations are handled smoothly, freeing the pastor to focus on shepherding, preaching, and vision. This may involve stepping into various projects or responsibilities as needs arise.

At Redeemer, ministry flows from our commitment to the Gospel of Jesus Christ as expressed in the Westminster Confession of Faith and Catechisms. The Pastoral Assistant's work will be grounded in Scripture, prayer, and a love for God's people, with a heart for discipleship and an understanding of the means of grace.

---

### **Job Description – Pastoral Assistant for Youth and Worship Coordination**

#### **Objective**

To faithfully assist the pastoral staff and session by coordinating youth ministry, managing the logistics of Sunday worship, and providing general ministry support in a variety of areas as needs arise. This includes acting as an administrative and organizational buffer for the senior pastor, handling operational details that allow him to focus on preaching, shepherding, and leadership. This role is not responsible for preaching in corporate worship, though occasional teaching in youth settings or classes may be assigned.

#### **Key Responsibilities**

##### **Youth Ministry (Middle and High School)**

- Plan and lead regular youth gatherings, Bible studies, and discipleship activities in accordance with Reformed theology and the PCA's doctrinal standards.

- Build relationships with students and parents, providing pastoral care and encouragement.
- Recruit, equip, and shepherd volunteer youth leaders.
- Plan and coordinate youth retreats, service projects, and outreach opportunities.
- Communicate regularly with parents about ministry plans, events, and opportunities for involvement.

### **Sunday Worship Coordination**

- Work with the pastor and music team to prepare weekly worship service orders.
- Assist Director of Operations with volunteer scheduling.
- Coordinate logistics for the sacraments, special services, and seasonal worship events.
- Ensure all materials, spaces, and volunteers are prepared for worship each Lord's Day.
- Serve as a behind-the-scenes facilitator, not as a primary preacher or liturgist.

### **Senior Pastor Support & General Ministry Assistance**

- Serve as a catchall ministry staff member, stepping into various roles or projects as needed.
- Manage administrative and organizational tasks to reduce the operational load on the senior pastor.
- Assist with scheduling, communication, and follow-up on ministry initiatives.
- Participate in staff meetings, prayer gatherings, and strategic ministry planning.
- Support special events or church-wide initiatives as needed.
- Maintain a visible presence within the life of the congregation, fostering relationships across generations.

### **Skills and Competencies**

- Strong organizational, scheduling, and follow-through skills.
- Ability to lead, equip, and encourage volunteers.
- Effective communicator with both youth and adults.

- Spiritually mature and grounded in Reformed doctrine.
- Skilled in resolving conflicts with biblical wisdom.
- Flexible and willing to take on diverse tasks as ministry needs shift.

### **Qualifications**

- Clear profession of faith in Jesus Christ and evidence of a godly life.
- Agreement with the Westminster Confession of Faith and Catechisms, and willingness to serve within the bounds of the PCA.
- Experience in youth ministry and/or worship service planning preferred.
- Demonstrated ability to disciple others and teach the Scriptures faithfully in smaller group settings.
- Experience leading teams in church or other organizational settings.

### **Compensation & Benefits**

- Full-time, salaried position.
- Paid vacation.
- Monthly health cost reimbursement.
- Continuing education reimbursement.
- Cell phone reimbursement.

### **About Redeemer Presbyterian Church**

Redeemer Presbyterian Church is located in historic downtown Charleston, SC, with around 400 regular attenders from across the metro area. We delight to serve the Lord by serving, equipping, and celebrating with all whom He gives us, discipling as many as we can to grow deeper and longer into the love of Christ.

### **How to Apply**

To apply for the Pastoral Assistant position, please complete our online application form and paste your résumé and references.

[Click here to apply](#)

Applications will be reviewed on a rolling basis until the position is filled. Selected candidates will be contacted for an initial interview.