

# Grace Presbyterian Church

## Assistant Pastor—Position Description

Summary: Grace Presbyterian is a growing congregation, spanning all age ranges, that is moving into a new building in the fall of 2011. We are looking for a man to assist our pastor and session in shepherding the congregation and expanding our ministry. An Associate Pastor for Children and Youth faithfully served our congregation for twelve years until April of 2011. The new position will provide oversight to various ministries rather than focusing primarily on children and youth. The Assistant Pastor should be willing to work as a team with the Senior Pastor and officers to develop successful ministry, with day to day oversight from the Senior Pastor.

Reporting: The Assistant Pastor will report directly to the Senior Pastor with indirect oversight from the session.

### General Responsibilities:

- A. Preach on a regular basis (average once a month).
- B. Participate in leading public worship on Sunday, including administering the sacraments.
- C. Teach the Word of God in various settings such as occasionally teaching Sunday School and participating in a small group.
- D. Assist the Senior Pastor with visitation and pastoral counseling as needed.
- E. Provide administrative leadership in long-term planning, event preparation, and routine church functions.
- F. Support the Senior Pastor and session by doing what is necessary for the ministry to succeed and meeting immediate needs. The Assistant Pastor should be willing to take on other responsibilities and tasks as needed.

### Specific Ministry Responsibilities:

The Assistant Pastor will oversee the following ministries by equipping people to lead them or providing direct leadership when needed. He will recruit, train, encourage and support others so they can flourish in ministry.

Youth and Children:

- Recruit teachers for Sunday School for children and youth, including substitutes, and provide them with training support and materials
- Develop a team of adults to disciple our middle and high school students and reach youth in our community. This includes meeting regularly with students as well as planning weekly meetings and special events
- Provide parents with training and counseling to help them disciple their children.

#### 1. Adult Discipleship

- Work with the Senior Pastor to develop a philosophy and long-term plan for adult Sunday school
- Recruit and support adult Sunday School teachers and give direction as needed
- Investigate the merit and feasibility of a college-age small group and form one if appropriate
- Recruit small group leaders and help with scheduling and plugging people into the right group
- Encourage 100% participation in small groups among the congregation and help overcome obstacles to participation

#### 1. Leadership Development/Men's Ministry

- Develop a ministry among the men in our church to help them encourage one another as they lead and love their families and serve the church
- Provide training and encouragement to men to grow into church officers

#### 1. Community Outreach

- Help the congregation and individual members find ways to reach the community of Lexington/Buena Vista/Rockbridge County with the Gospel
- Help the congregation serve our community in terms of mercy ministries and justice issues

#### Qualifications/Characteristics:

- Ordained or ordainable in the Presbyterian Church in America

- Previous ministry experience
- A vibrant personal devotional life
- Understands the gospel as applied to himself and extends grace to others
- Gifted in preaching
- Teachable
- A ministry philosophy that includes equipping others
- Relates well to believers and non-believers
- A growing marriage (if married)

"Note: The statements herein are intended to describe the general nature and level of work performed by the assistant pastor, but are not a complete list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the senior pastor and/or session.