**Assistant Pastor - Job Description**

**YOUR PURPOSE:** To assist the Senior Pastor in shouldering and leading the church congregation and others into a growing/loving/dependent relationship with Jesus Christ; and overseeing the various ministries and outreaches of the church family; helping the senior pastor in getting the work done efficiently and quickly.

**YOUR PEOPLE**:

Reports to the Senior Pastor

Member of the Executive Ministry Team

**YOUR MISSION**

1. To coordinate and work with the youth leaders to carry on a growing, balanced youth ministry.

2. To develop and oversee a ministry to our young adults, families and singles.

3. To assist the Senior Pastor with the day to day activities of the church office and ministry.

4. To oversee the ministry teams and to insure they have what they need to carry out their areas of

ministry.

5. To be available to lead a Bible study class and to speak at regularly scheduled times; determined by

you and the Senior Pastor.

**GENERAL ACCOUNTABILITIES**

1. Effective communication: able to articulate well what needs to be done to accomplish and meet our

church’s vision and mission statement. Able to provide honest advice and evaluations.

2. Leadership: models servant leadership; a willingness to do whatever is required as determined by

him and the Senior pastor. A willingness to advise and counsel volunteers to be accountable and

committed to their area of service.

3. Organizational skills: able to prioritize responsibilities and efforts.

4. Teamwork: exemplifies spiritual servitude and insight in moments of decision-making to help with

the importance of the whole church family. Bring spiritual dynamism to the ministry along with the

unique use of your gifts and passion.

**QUALIFICATIONS**

The same as the senior Pastor; those mentioned in 1 Timothy 3:1-7 and Titus 1:7-9.

**REQUIREMENTS**

* Christian faith: a growing believer, who is open to being taught, and willing to embrace the fullness of the grace message and challenged to teach the breadth of God’s revelation as found in Scripture.
* Spiritual gifts: Administration, leadership, teaching .
* Passion: a desire to see believers acknowledging and utilizing their spiritual gifts in ministry and service.
* Skills: organization, self-motivation, good written/verbal communication skills; cooperative spirit, compassion.
* Education: A Bible College degree.
* Weekly Time Commitment: Full-time.