

Assistant Pastor Position Description
St. Paul's Lutheran Church and School
12345 Manchester Road
Des Peres, MO 63131

Purpose

The Assistant Pastor provides spiritual leadership for the congregation as it follows the Great Commission given by Christ to the Church (Matthew 28:18-20), strengthening the saved and saving the lost.

Primary Duties and Responsibilities

- 1) To preach and teach the Word of God in its truth and purity as contained in the Sacred Scriptures of the Old and New Testaments and as set forth in the confessional writings of the Evangelical Lutheran Church as found in the Book of Concord;
- 2) To administer the holy Sacraments in accordance with their divine institution;
- 3) To perform the functions of a pastor in an evangelical manner; to aid, counsel, and guide members of all ages and social conditions; to visit the sick and the dying; to perform weddings and funerals; to admonish the indifferent and the erring.
- 4) To be supportive of the congregation's school, being present in the school frequently and teaching in the school, especially confirmation instruction, in conjunction with the other pastors.
- 5) To guard and promote faithfully the spiritual welfare of the members of the congregation, in particular, to instruct the catechumens, both children and adults, in the Word of God and thus prepare them for communicant membership in the church;
- 6) To promote and facilitate the mission activity of the congregation as it is related to the local community and to endeavors of The Lutheran Church—Missouri Synod and its districts; in particular, to train workers and guide them in evangelism and to enlist the support of the congregation for mission work;
- 7) To help the congregation adopt administrative policies and procedures that will help it carry out the mission of the Christian congregation;
- 8) To serve the congregation as an example of Christian conduct; to endeavor earnestly to live in Christian unity with the members of the congregation, fellow workers, and sister congregations in the Synod; and by the grace of God to do everything possible for the edification of the congregation and the upbuilding of the church in Christ.

Additionally, the Assistant Pastor

- 1) Provides vision, and especially spiritual leadership, for children and youth ministry at St. Paul's;
- 2) Provides administrative supervision of the St. Paul's Youth Coordinator; works with Youth Coordinator to provide long-term planning, scheduling, and implementation of the vision for the youth program;
- 3) Serves as the primary teacher for youth Bible studies;
- 4) Provides spiritual leadership on youth mission trips (unless extenuating circumstances are presented);

- 5) Oversees and provides administration of Junior Confirmation instruction for all St. Paul's youth, including scheduling, curriculum, retreats, examination, confirmation, and any other aspects; including pastoral oversight of Sunday School and Acolytes.
- 6) Provides pastoral leadership in the Livingstone service; develop weekly liturgy and coordinate with Livingstone Music Director to plan music and other logistics;
- 7) Provides leadership and teaches in the Sunday morning Foundation Bible Study and teaches various other adult Bible classes (e.g. midweek, Sunday morning, What We Believe, etc.).
- 8) Preaches at least one Saturday/Sunday per month.
- 9) Attends all regular staff meetings and retreats.
- 10) Regularly attends Board of Elders and Church Council meetings and works with the congregation officers to build unity around a common vision for the congregation.
- 11) Works with the school principal, faculty, and School Board to provide spiritual oversight and leadership within the school, the early childhood center, and parents day out program.
- 12) Provides pastoral leadership for bi-annual Congregational Retreat;
- 13) Demonstrates care and concern for each staff member, in particular, for their spiritual, emotional, and physical well-being.
- 14) Provides an example for the rest of the staff in obtaining continued professional growth and in caring for his own spiritual, emotional, and physical well-being, in particular, in balancing the responsibilities of being a pastor, husband, father, etc., as applicable.
- 15) Promotes new ministry initiatives and gives direction to all congregation boards and committees.
- 16) Represents the congregation at various district, synod, and community gatherings.
- 17) Other mutually agreed upon tasks and responsibilities as assigned by the senior pastor.

Qualifications

The Assistant Pastor will be a member in good standing on the clergy roster of The Lutheran Church—Missouri Synod. He will be a graduate of one of the Synod's seminaries with a Master of Divinity or higher degree. He will have at least five years of parish ministry experience.

Accountability

The Assistant Pastor is accountable to the congregation through the Senior Pastor and the Board of Elders.

Date: October 2021