



Assistant Pastor
Position Description
2020

POSITION SUMMARY

The Assistant Pastor works collaboratively with Trinity staff to help us grow as disciples of Christ. Responsibilities for the Assistant Pastor include group life where 1:1 care most regularly happens, family ministry, next gen ministry, connections ministry, pastoral care, and preaching/worship. The Assistant Pastor ministers and helps the Trinity Church family to grow in Christ.

Position Title: Assistant Pastor
Classification: Full time, 50 hours per week
Accountable to: Lead Pastor
Experience: Ordained or willingness to be ordained in the EPC

QUALIFICATIONS

Personal

- Spiritually mature
- Emotionally healthy/positive
- Love for God's Word
- Passion for those distant from God
- Integrity
- Intrinsically motivated
- Servant
- Humble/teachable
- Energized by people
- Wise

Relational and Communication Skills

- Teach God's Word with accuracy, relevance and life application
- Excellent interpersonal, written and verbal skills to those inside and outside the church
- Engaging and effective preaching/teaching style
- Relates well to people in all life stages
- Ability to exercise patience and diplomacy in dealing with people
- Attentive listener
- Ability to facilitate and lead small and large groups

Spiritual Gifts and Talents

- Leadership
- Teaching
- Administration

Professional Characteristics

- Ability & desire to recruit, develop, train and appreciate volunteers
- Ability & desire to develop leaders
- Collaborative
- Strategic
- Ability to problem-solve
- Ability to lead by example with grace
- Can inspire and motivate others to action
- Healthy work ethic
- Able to effectively and efficiently facilitate team meetings

Theology

- Reformed

RESPONSIBILITIES

Adult Discipleship/Christian Formation

- Provide vision, leadership, oversight, strategic implementation and evaluation, in coordination with the Lead Pastor, for all adult formation ministries including but not limited to Journey Groups, Community Groups, Sunday and Wednesday adult classes, and any future groups/classes at Trinity.
- Provide consistent training, coaching, encouragement and appreciation for all group leaders and teachers.
- Recruit & develop new leaders, start new groups, resource group leaders, and seek to improve health of groups.
- Meet with leaders to disciple, counsel, and coach them.

Next Gen/Family Ministry:

- Provide vision, leadership, oversight, strategic implantation and evaluation of Next Gen groups, learning communities, retreats and more to build up the 20's/30's and high school student retention within Trinity's congregation.
- Provide consistent training, coaching, encouragement and appreciation for all Next Gen group leaders with monthly meetings to gather input/planning and praying for Next Gen ministry.
- Support Trinity's Forward40 Direction by evaluating existing ministries through the lens of successful leadership transition to NextGen leaders.
- Plan, lead and implement environments and experiences, large group and small, that promote healthy marriages within Trinity.
- Coach, supervise, and spiritually nurture the lead staff of Children's and Student Ministries. Help them plan and implement the discipleship roadmap for kids, teens, and families.

Community Life:

- Plan, lead, and implement environments and experiences, large group and small, that serve as a catalyst for relationship building and healthy, biblical community.
- Build a team of people who seek out new and disconnected people. Create and oversee a ministry to help people develop friendships within the first 120 days at Trinity.
- Connect with new attendees through coffee, lunch, etc.

- Provide vision, leadership, implementation and assessment for effective assimilation systems and ministries that track and encourage service, relational connection and membership in the church for both the first time guest and long-time attendee.
- Provide leadership, oversight and assessment for Sunday and Wednesday hospitality experiences.

Pastoral Care:

- Conduct funeral/memorial services for deceased Trinity members/regular attendees, including meeting with the family to plan the service.
- In coordination with the Lead Pastor and staff, provide leadership, oversight, effective operational systems and assessment for pastoral care of the congregation.
- Conduct pre-marital groups, counseling, and wedding ceremonies as requested.

Preaching/Worship:

- Participate on the preaching/worship planning team – collaborating in the development and evaluation of teaching series; aiding in the planning of worship services.
- Preach between 6-14 expositional Christ-centered sermons per year.
- Lead in the Sacraments of baptism and communion (requires EPC Ordination).
- Develop a NextGen team to provide input re: preaching & worship services for younger generations.