

# Assistant Pastor

## Spiritual Formation



## Duties and Responsibilities of the Pastor of Formation

### Student Ministry

- Oversee the student ministry of MCC; Student Fellowship
- Recruit and Coordinate the adult volunteers of Student Fellowship
- Lead the adult volunteers in regular planning meetings
- Organize and preside over the weekly meetings of Student Fellowship
- Coordinate regular special events for the students of MCC
- Supervise the set-up, break down, organization, and clean-up of church facilities used by the Student Fellowship ministry

### Discipleship Strategy and Training

- Oversee the Sunday School classes of MCC for all ages
- Recruit and Train Sunday school teachers and small group leaders
- Regularly teach a Sunday school class for students or adults
- Develop strategies for adult small groups that promotes discipleship through a deep sense of community including prayer and in-depth theological instruction
- Train Sunday school teachers and small group leaders in biblical interpretation and small group leadership strategies
- Create a scope and sequence for our discipleship program that includes instruction and training in evangelism, cultural engagement, biblical interpretation, missions, etc.

### Worship Leadership and Participation

- Assist the Senior Pastor in designing and planning the liturgy at MCC
- Regularly preside over the worship service at MCC
- Preach at least 10-12 times per year

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## Organization and Personal Development

- Meet monthly with the Children's Ministry Team, that includes our Nursery Coordinator and Children's Worship Coordinator
- Meet weekly with the Senior Pastor for spiritual and ministry formation
- Attend weekly staff meetings
- Attend quarterly session meetings
- Weekly attend the worship service at MCC
- Develop relationships with Murrysville officials, residents, and business leaders
- Prepare, Promote, and Teach the New Membership Seminar up to twice per year
- Update and post supervised social media and website content; respond to web correspondence, social media posts, and emails
- Perform clerical duties, maintain files, scan and organize documents, and photocopy, as needed pertaining to ministry
- Other duties as assigned by the Senior Pastor

## Requirements and Qualifications

- High school degree or equivalent
- College degree from an accredited undergraduate program
- Admission to or degree from an accredited theological seminary
- Membership in a local church
- Excellent written and verbal communication skills
- Relationally and socially intelligent
- Organized
- Responsible
- A love for the local church

## Time Commitment

- 40-45 Hours Per Week

## Compensation

- Competitive salary commensurate with experience

## Interested?

Submit your CV, a Letter of Application, and a Letter of Recommendation to:  
Pastor Jason Leist | [jason@murrysvillechurch.com](mailto:jason@murrysvillechurch.com) | 419.305.8358