

ASSISTANT PASTOR JOB DESCRIPTION (Draft 3.1.18)
First Presbyterian Church, Schenectady, NY

POSITION TITLE:

- ◆ Assistant Pastor

STATUS:

- ◆ Full-time, salaried

POSITION'S GENERAL PURPOSE:

- ◆ Lead Youth and College Ministries, and support the Senior Pastor with pastoral duties, while adhering to First Presbyterian Church's mission

PRINCIPLE FUNCTIONS:

- ◆ Lead and cultivate Youth and College Ministries
- ◆ Teach Youth Ministry and Youth Bible Studies
- ◆ Help recruit and train volunteers
- ◆ Oversee Youth Ministry budget
- ◆ Outreach to youth, as feasible, in the community
- ◆ Pastoral care hospital visitation and home visitation, as necessary
- ◆ Preaching and teaching in Worship and Sunday School (frequency T.B.D.)
- ◆ Lead or assist in Worship (when required)
- ◆ Work in concert with the Senior Pastor, Staff, Ministry Leaders, and Session

Youth is defined as ages 12 to 22 (sixth grade to college).

ACCOUNTABILITY:

- ◆ Reports to the Senior Pastor
- ◆ Is evaluated annually by the Senior Pastor and Staff Relations Committee
- ◆ Operates with considerable independence within areas of responsibility

MINIMUM QUALIFICATIONS:

- ◆ A pastor's heart for the youth and a burden for the lost
- ◆ Must be seminary trained with a Master of Divinity degree (or its equivalent) and ordained in the Presbyterian Church in America (or working toward ordination)
- ◆ Adherence to the Westminster Confession

NECESSARY SKILLS:

- ◆ Effective at recruiting, equipping, and motivating the congregation in Youth Ministries
- ◆ Proficient at communication, organization, and conflict resolution
- ◆ Strong initiative, work ethic, time management, and dependability

BENEFITS:

- ◆ Health/dental insurance, pension, housing allowance, and mileage reimbursement
- ◆ Paid leave for vacation, illness, and family emergency
- ◆ Continuing education funds