

**ASSISTANT PASTOR JOB DESCRIPTION**  
*First Presbyterian Church, Schenectady, NY*

**POSITION TITLE:**

- ◆ Assistant Pastor

**STATUS:**

- ◆ Full-time, salaried

**POSITION'S GENERAL PURPOSE:**

- ◆ Support the Senior Pastor with his duties and lead Youth and College Ministries while adhering to First Presbyterian Church's mission

**PRINCIPAL FUNCTIONS:**

- ◆ Pastoral care including hospital visitation and home visitation, as necessary
- ◆ Preach in Worship and teach in 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
- ◆ Lead and cultivate Youth and College Ministries
- ◆ Teach Youth Bible Studies
- ◆ Help recruit and train volunteers
- ◆ Oversee Youth Ministry budget

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

**ACCOUNTABILITY:**

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

**MINIMUM QUALIFICATIONS:**

- ◆ A pastor's heart for God's people and 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:**

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

**BENEFITS:**

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