

**Job Description**  
**Reformed Presbyterian Church**  
**Assistant Pastor**  
**(with pathway to becoming an Associate Pastor)**

**I. Position Statistics**

Title: Assistant Pastor  
(with pathway to becoming an Associate Pastor)  
Type: Full Time, Salaried with Benefits  
Salary: TBD

**II. Background**

RPC is 30+-year-old PCA congregation of 275 people in a socio-economically diverse area of Lancaster County PA. Built on a strong foundation by clearly preaching the gospel in word and intentionally living out the gospel in deed, the congregation has a history of commitment to diaconal work both within the congregation and within the community, vibrant experience in disability ministry, and continued development of children's programs for the at-risk community surrounding the church. RPC's mission statement says that RPC exists "to be a stream of God's refreshing grace to people from all walks of life."

**III. Summary Statement of Overall Purpose/Goal of Position**

The Assistant Pastor is primarily responsible for Discipleship and Christian Formation ministries, with full oversight and direction of Youth Ministries. Additional responsibilities shared with (and at the direction of) the Senior Pastor include preaching, shepherding, visitation, evangelism, follow-up with visitors, assimilation of new attendees, conducting of weddings and funerals, counseling, worship leadership, assistance in leadership development and session/presbytery participation.

## **IV. Essential Duties**

### **A. Oversee Discipleship and Christian Formation Ministries**

The Assistant Pastor responsible for Discipleship and Christian Formation ministries—with an emphasis on young adults and young families—will oversee the following staff-led and/or volunteer-led ministries:

- Christian Education
  - Nursery Ministry and Children’s Ministry
  - Adult Christian Education
- Small Groups
- Youth Ministry
  - Leadership and administration by Assistant Pastor

Overseeing these ministries involves embracing the vision and mission of RPC and helping leaders to dovetail their specific ministry responsibilities towards carrying out this gospel mission in our local context. Recruiting, equipping and encouraging both staff and volunteers is an important part of this collaborative kingdom work of ministry leadership in the arena of Discipleship and Christian Formation.

### **B. Shared Congregational Care with Senior Pastor**

In dynamic collaboration with the Senior Pastor the Assistant Pastor will serve the pastoral care needs of the congregation as follows:

- Visitation of those who are ill, injured or home-bound
- Follow-up with visitors
- Visitation of members (focused on context of primary work with young adults and young families)
- Frontline counseling as needed
- Administration of pre-marital counseling
- Other duties as assigned

### **C. Shared Preaching and Teaching with Senior Pastor**

Under the direction of the Senior Pastor, the Assistant Pastor will share in part of the regular preaching responsibilities of the worship services of the church. Regular preaching is likely to involve preaching monthly, in addition to filling in as-needed, and in participating as a worship leader on a regular basis.

Teaching of Christian Education classes will primarily focus on supporting the oversight role in Discipleship and Christian Formation—with a heightened emphasis on young adults and young families. This may include teaching, as needed:

- Children's classes
- Youth classes
- Adult Christian Education classes (e.g., family life, parenting, spiritual growth in the home, etc.)
- Foundations classes (membership)
- Other duties as assigned

### **D. Shared Leadership Development with Senior Pastor**

The Senior Pastor and Assistant Pastor will work together to develop the leadership gifts of the members of the congregation and the staff. The Assistant Pastor will facilitate this by assisting the Senior Pastor and elders in:

- Teaching the Shepherding Class (officer development)
- Deacon meetings
- Other duties as assigned

## **V. Other Considerations**

### **A. Roles and Responsibilities**

The Assistant Pastor reports to the Senior Pastor. Discipleship and Christian Formation-associated staff members report to the Assistant Pastor.

## VI. Qualifications

- Demonstrated commitment to **living as a disciple of Christ, transformed by his saving grace**, and committed to God's ongoing sanctifying work of grace in his life.
- Demonstrated commitment to **seeing others hear and come to know the saving grace of Christ personally** and to grow in that grace.
- Demonstrated commitment to **Reformed doctrine and Presbyterian government** as defined in the Westminster Standards and the PCA Book of Church order. Completed seminary degree in a recognized Reformed seminary.
- **Already ordained**, preferably by a PCA presbytery.
- Ability to **embrace, explain and continue to explore** a sound and consistent Reformed theology as it applies to all of life and culture.
- Ability to **effectively communicate Biblical truth** in gracious ways through writing, in person, and through preaching and teaching.
- Ability to **understand denominational and congregational culture**, and a willingness to respectfully and thoughtfully engage the framework and practices of our denominational organization and our churches.
- Ability to **build and develop a positive rapport** between and among individuals and families within the church and the larger community across age groups, income brackets, and ability levels. Committed, via the power of the Holy Spirit through repentance and faith, to living out gospel-infused dynamics in grace-based relationships in all areas of life.
- Demonstrated ability to work **developing and/or sustaining a vibrant Youth Ministry**.
- Ability to **embrace the current vision and mission** of RPC and to contribute to formulating the evolving shared vision and mission of the church and its ministries in the future.
- Ability to **set goals** consistent with the vision and mission of the local church and **motivate others** to work towards them.

- Ability to (in collaboration with staff, volunteer leaders and other members) **develop and carry out action plans** within the constraints of available resources.
- Ability to function as **independent problem solver**, knowing when to ask for input from the Senior Pastor, yet not seeking that input unnecessarily.
- **Preferably** in thirties, with 3-5 years of ministry experience, married with children.