

Salem Reformed Church Job Description

Title: Assistant Pastor

Reports To: Senior Pastor

Classification: Salaried

Job Summary

The Assistant Pastor will be a devoted and joyful disciple of Jesus Christ, abiding in Christ, devoted to prayer and the word of God. The Assistant Pastor is responsible for living and proclaiming the Gospel of Christ and encouraging the local church body to do so, for guiding the spiritual development of the congregation, and for providing pastoral care in meeting the needs of persons in the church and community. The Assistant Pastor will assist the Senior Pastor to conduct the business of the church, promote vision for the church, and build and help facilitate the growth of our church in our community. The Assistant Pastor will also share general pastoral duties, preach on occasion and be committed to being part of our team. The Assistant Pastor will report to the Senior Pastor and/or the Consistory (Elders and Deacons) and will assist the Senior Pastor in providing leadership for the church along with the Consistory.

Responsibilities

- Support the Senior Pastor in planning and implementing the church vision and ministry
- Ministry to the children/youth by working with the Christian Education Committee and the youth advisors. Assist with the discipleship of junior high and high school students in the church by teaching confirmation class, Sunday School class and active participation with the Fellowship of Christian Athletes.
- To reach and connect with young adults and families with the primary purpose to grow Salem Reformed Church
- Provide Biblical counseling, prayer and ministry to people as needed and as directed by the Senior Pastor
- Serve as an active member of the church congregation by attending services, church events, staff meetings and other church functions as directed
- Act in the absence of the Senior Pastor; receiving ministerial phone calls, leading staff meetings, overseeing worship services, and other ministerial duties of the Senior Pastor
- Assists with pastoral care to the congregation, including home and hospital visits, funerals, weddings and other opportunities for care
- Welcomes visitors and creates ways for new guests to get plugged into the local body and ministry
- Become involved with the local community, including the Menno-Olivet Ministerial Association
- Perform other duties as assigned by the Senior Pastor

Personal Qualifications

- Ability to recognize and respect the culture of the Salem Reformed Church Congregation
- Ability to preach and teach sound doctrine
- Maintain a disciplined life of worship, Bible reading, prayer, and giving
- Passion for ministering the Gospel of Jesus Christ and encouraging spiritual growth and development of the church members
- Ability to work well within the Consistory
- Ability to connect with people and promote a warm and caring culture, inside and outside the church
- Strong work ethic and personal integrity; maintaining confidentiality at all times
- Sufficient good health to discharge duties properly

Education & Skills

- Bible college degree, preferred
- Three years serving at a church with responsibilities that align with this position is beneficial
- Displays competency in computer skills such as MS Word, Excel and email
- Ability to listen effectively and communicate clearly, both orally and in written form

Hours & Benefits

The Assistant Pastor's schedule will include a mix of normal business hours at the church office, church services, evening meetings, committee meetings and other obligations that may arise.