



# WAYPOINT CHURCH

## Assistant Pastor

### **Position Description:**

Assistant Pastor (AP)

### **Status:**

Part-time or full-time (flexible)

### **General Purpose of Position:**

To help with the shepherding, care, and encouragement of the congregation, and particularly with the more senior people in the congregation and those with pressing needs.

### **Organizational Relationship and Supervision:**

The AP reports directly to the Pastor and is ultimately accountable to the Human Resources Team.

### **Responsibilities:**

1. Pastoral care; home visitation; hospital visitation.
2. Work with the deacons. Support and empower the deacon moderator. Be a resource.
3. Lead a grief support group, Covid support group, and/or widows' support group if and as there is a need for such or interest in such.
4. Preach periodically.
5. Respond to requests the church receives from people in need.

### **Other possible areas of ministry:**

6. Facilitate a senior adult ministry
7. Lead or help lead Cancer Support Group
8. Lead memorial services / burial services, as needed.
9. Help lead worship (and possibly sacraments, if PCUSA)
10. Teach periodically on designated subjects (e.g. prayer, healing, grief, the Psalms, etc.)
11. Mentor people who are younger or younger in the faith.
12. Help with other ministry tasks as assigned by the pastor (e.g. Alpha, prayer ministry, hospitality)
13. Get to know people who are new to the congregation and help connect them with others in the congregation who can encourage them and help them to grow in Christ.
14. Attend regularly scheduled and specially called staff meetings, team meetings, and other meetings as directed by the Pastor.

### **Qualifications and Aptitudes:**

1. A demonstrated love for God and an all-out devotion to Jesus and following him!
2. Self-motivated and highly responsible.
3. Stellar communication skills, both written and verbal, that reflect an awareness of one's audience.
4. A team player with great energy, a hopeful attitude, and healthy interpersonal skills.
5. Enjoys meeting people, connecting people, and empowering people.
6. Able to multi-task, prioritize, and stay calm and positive in an occasionally hectic environment.
7. Able to think creatively about ministry possibilities.
8. Has a servant-oriented heart (i.e. gladly willing to sometimes do lowly tasks) and is committed to the big picture.
9. Enjoys working with individuals and teams, both staff and volunteers.
10. Operates with integrity and appropriate confidentiality.

### **Hours:**

This position could be anywhere between 10 and 40 hours per week, depending on both the gifts and skills as well as the availability and interest of the person(s) who fill(s) this position.

The position requires the person(s) filling it to be on the church campus and available for various tasks as needed on Sunday mornings, as well other times.

**Compensation:**

TBD

**Benefits:**

Paid vacation; paid sick leave; health and dental insurance; and 403b contributions. Benefits are prorated for part-time and so depend on how many hours per week the AP works.

**Ordination or Not: The Nature of the Employment Relationship:**

The person who fills this position could be someone who has been officially ordained by a historic denomination (e.g. Presbyterian, Methodist, Baptist, Episcopalian, Assemblies of God, etc.), or not. The person who will fill this position may have had – or may have – a history with and/or relationship with the Presbyterian Church USA, or not. For candidates who have previously been ordained in the PCUSA or who are seeking such, this is currently *not* an “installed” position but rather a contract position, though getting approval for this to be an installed position may be discussed.

**Who we are:**

We are an imperfect but loving community of people seeking to honor God, follow Jesus, and make a positive impact in our local and global communities through the gospel. Our stated mission *is to honor God by helping people become fully-devoted followers of Jesus.*

**Our stated values are:**

Following the Lord Jesus, we strive to ...

- Love all people unconditionally
- Serve our neighbors generously
- Advance God’s purposes globally
- Pour into the next generation intentionally
- Cultivate spiritual growth continuously

To apply, send your resume and cover letter to [jobs@waypoint.church](mailto:jobs@waypoint.church)