

## **Job Description for Assistant Pastor Grace Bible Fellowship Church, Reading**

Purpose - Grace BFC is seeking to fill a full-time position responsible to assist the senior pastor and elders in providing pastoral leadership for the church. The assistant pastor will be part of a pastoral team including the senior pastor, the youth pastor, and himself. The assistant pastor shall serve under the immediate oversight of the senior pastor, and the overall supervision of the board of elders.

Profile: The church is seeking a candidate with:

- ❖ A love for God as evidenced by a testimony of saving faith, a passion for holiness, a growing knowledge of God, and a consistent walk of obedience to the Lord.
- ❖ A call to ministry consistent with the Scriptural qualifications of I Timothy 3, Titus 1, and I Peter 5.
- ❖ A commitment to the doctrine and discipline of the Faith & Order of the BFC.
- ❖ A commitment to the urban ministry of Grace BFC as evidenced in its mission statement.
- ❖ Bible Fellowship ministerial credentials (i.e. Ordination) or a willingness to pursue them.
- ❖ At least a Bible College education, preferably a seminary degree.
- ❖ Some previous pastoral ministry experience.

Responsibilities: The assistant pastor will be involved in the following aspects of ministry:

1. Preaching and teaching -
  - a. Regular teaching of Adult Sunday School electives.
  - b. Regular preaching in Sunday evening services (approximately once a month).
  - c. Occasional Sunday morning preaching, especially in the absence of the senior pastor.
  - d. Participation in a small group as a leader with teaching responsibilities.
  - e. Occasional other teaching opportunities in the life of the church.
  - f. Involvement with evangelistic and missionary activities (with the other pastors).
2. Pastoral Care -
  - a. Regular visitation of members, visitors, shut-ins (shared with the other pastors).
  - b. Counselling and discipling of individuals (shared with the other pastors).
  - c. Involvement in the diaconal ministry (with the deacons).
  - d. Weddings and funerals, as directed by the senior pastor.
3. Administration -
  - a. Oversight and leadership development of the small group ministry
  - b. General oversight of childrens' ministries.
  - c. General oversight of the Senior Saints ministry.
  - d. Begin development of young singles and young couples ministry.
  - e. Coordination of the placement of members into ministries to exercise their gifts, for the common good.
  - f. Member of the Christian Education Committee.