Assistant Pastor Job Description

Job Title: Part-Time Assistant Pastor. Could lead to full-time position in 1 to 2 years.

Principal Function: The Assistant Pastor responsible to support the Senior Pastor in all areas of the ministry of the church unless a specific area of ministry has been specified by the Senior Pastor and/or the Board of Deacons.

General Responsibilities:

1. Assist the Senior Pastor with pastoral and ministerial responsibilities as directed by the Senior Pastor.

2. Work with the Senior Pastor, Church Staff, and lay leadership in preserving unity and implementing plans involving all people from every age in the overall ministry of the Church.

3. Support the Senior Pastor in the overall vision, mission, and purpose casting and leadership of the of Haven Christian Community Church’s teaching and preaching ministry on Sunday morning worship services.

4. Assist the Senior Pastor in mentoring and equipping Small Group Leaders.

5. Assist the Senior Pastor in equipping the congregation for service based on each congregates spiritual gifts.

6. Be supportive of world evangelism both overseas and locally.

7. Shall make arrangements for coverage of responsibilities during absence.

Primary Responsibilities:

1. Youth Ministry

   a. To recruit, train, encourage and support lay people in the various volunteer ministries of working with young people at Haven Christian Community Church.

   b. To support young people and adults in planning, programming and implementing regular youth fellowship meetings.

   c. To provide spiritual guidance for growth of the youth ministry at Haven Christian Community Church.
d. To coordinate the youth ministry with the ministry of Haven Christian Community Church as a whole.

e. To build relationships with parents of young people in the youth ministry.

2. Sunday School Ministry

a. To plan, organize, staff, train and evaluate the Sunday School ministry at Haven Christian Community Church.

b. To coordinate, train and implement Sunday School teachers and teacher assistants with the appropriate age group curriculum and materials.

Accountability: The Assistant Pastor is accountable to the Senior Pastor and the Board of Deacons.

Personal Qualifications:

1. Possesses personality, temperament and interpersonal skills to relate and serve effectively within multi-generational and multi-ethnic congregation setting.

2. Exhibit evidence of Christian character and servant leadership as stated in 1 Timothy 3:1-7, Titus 1:5-9, and 1 Peter 5:14 in work environment as well as in home/family setting.

3. Give evidence of a spiritually balanced life (prayer, Bible study, rest, worship, financial stewardship).

4. Aligns doctrinally with Haven Christian Community Church statement of faith, doctrinal positions, bylaws, vision, mission and purpose of Haven Christian Community Church and the OMS Holiness Church of North America statement of faith and constitution.

5. Give evidence of strong work ethics and personal integrity.

Education & Skills:

1. Being able to bring practical life application to the Scriptures.

2. Demonstrate knowledge and ability to guide a person to receive Jesus Christ as Savior and become an identified follower of Christ through baptism.

3. Demonstrate knowledge and ability to use the Bible to guide a new believer to grow spiritually as a disciple for Christ.
4. Working towards a master's degree from an approved Christian Bible college, university or seminary is preferable which aligns with the doctrinal position of the OMS Holiness Church of North America and the Haven Christian Community Church.

5. Preferred a minimum of 2 years of ministerial experience (This includes youth pastor, student pastor, assistant pastor, pastoral intern and etc.)

Compensation: 20 hours per week. Actual compensation: will be determined by the applicants years of ministry experience, and training in accordance to the OMS Holiness Church of North America guidelines and the final decision will be done through Governing Board at Haven Christian Community Church.
**HAVEN CHRISTIAN COMMUNITY CHURCH**
*Application for Assistant/Associate Pastoral Ministry*

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| CELL PHONE: | HOME: | EMAIL: |

| CITIZENSHIP: |

| DATE OF BIRTH: |

| MARITAL STATUS: |
| PREVIOUS MARRIED: YES NO |

| SPOUSE'S NAME: |

**Educational Experience: Seminary, College, other schools (list from most recent):**

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**List Certificates, honors, awards:**

**Work Experience: Past 15 years (list from most recent):**

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Please list any special training you have had (e.g. computers, music, arts)

*I hereby give the Haven Christian Community Church permission to contact my references and to verify the information given in this application.*

Signature ___________________________ Date ____________

edit March 3, 2018
Please answer the following questions in a separate document

1. Relate your testimony of salvation.

2. Describe your call to ministry.

3. Provide a detailed, specific, doctrinal statement of faith (include, but not limited to, the Bible, God the Father, Jesus Christ, the Holy Spirit, the Trinity, Sin, Salvation, and the Church).

4. What fruit have you seen produced by your ministry in the last year?

5. What do you see as your strengths and gifts? What areas do you need further development or improvement?

6. Describe the quality of your prayer/devotional life at this time.

7. How is personal and spiritual accountability realized in your life?

8. Describe the quality of your family life (spouse, parental). Where do you place your family in order of priority relative to ministry and other career responsibilities?

9. Comment on your spouse's (and family's) attitude toward your participation in pastoral ministry. What concerns or reservations have been expressed?

10. Explain the role and ministry of the Holy Spirit in the life of the contemporary church as you see it expressed scripturally and experientially.

11. Articulate your biblical position on baptism.

12. Articulate your biblical position on Communion.

13. Describe your view on church government.

14. What is your biblical understanding of human sexuality?

15. What do you see as the primary role of the pastor? Why?

16. What experience do you have in working within a multi-cultural context? Describe any abilities or skills that allow you to work well with people of varying backgrounds and cultures.

edit March 3, 2018