

# Assistant Pastor- Immanuel Presbyterian Church

STATUS: Fulltime/Exempt/Salaried  
REPORTS PRIMARILY TO: Pastor  
SECONDARILY TO: Session

## **Qualifications:**

- Has an ongoing and active relationship with Jesus Christ
- Deep love for and service to family (as applicable)
- Strong relational, communication, and hospitality skills; a desire to be with people
- Teachable and willing to learn and commit to the vision and values of Immanuel
- Self-starter, initiator, team builder, and delegator
- Established and proven teaching and preaching gifts
- Committed to pursuing relationships with non-Christian friends and neighbors
- Ordained in the Evangelical Presbyterian Church or likeminded denomination
- Minimum requirement of Master of Divinity
- Minimum 2-5 years ministry experience
- Knows, or can learn quickly, computer basics with respect to online file-sharing web programs and applications (Google Cloud, Planning Center, etc.).

## **Key Responsibilities:**

- **PASTORAL LEADERSHIP & SHEPHERDING**
  - Work with Pastor, Session, and staff to further develop and implement Immanuel's mission and core commitments.
  - Member of Session
  - Ex-officio member of the Deacon Board, as well as the ministry the deacons execute.
  - Oversee Immanuel's Shepherding Groups and Stephen Ministry
  - Administer sacraments
  - Perform weddings and funerals as requested by the pastor
  - Meet regularly with Lead Pastor to discuss and pray over personal and pastoral concerns, while forming a deep bond of mutual support, encouragement, and accountability.
  - Pray regularly and consistently for members, regular attenders, and visitors.
  - Preach approximately 6-8 times per year.
  - Participate as requested in leading Sunday worship.
  - Share general pastoral care (ie hospital visits, counseling, etc.) with Pastor.
  - Attend and participate in Staff, Presbytery, and General Assembly meetings.
- **SPIRITUAL FORMATION & DISCIPLESHIP**
  - Oversee Immanuel's Small Group ministry in all respects: vision; recruiting, equipping and encouraging leaders; multiplication of groups; curriculum; administration.

- Develop, implement, and oversee with Pastor church-wide plan of spiritual formation in alignment with Immanuel's mission, values, and strategic plan, starting from children's ministry and going to senior adults.
- Oversee staff and lay leadership discipleship/evangelistic growth and initiatives, including oversight of Immanuel Alpha Program.
  
- **ASSIMILATION**
  - Oversee and maintain plan of assimilating (new visitors to members).
  - Plan, lead, and coordinate the new member process.
  - Liaison with Pastor Gabriel and LaRoca family
  - Actively participate in the IPC food pantry
  
- **Administration**
  - Oversight of Church Secretary and Church Sexton
  - Oversight of Building & Grounds and Adult Education Committees
  - Primary staff liaison with Warrenville Village leaders and local groups