

FIRST PRESBYTERIAN CHURCH OF SILOAM SPRINGS
JOB DESCRIPTION

Job Title: Assistant Pastor / Director of Family Ministries and Christian Education

Reports to: Senior Pastor (Teaching Elder) with additional accountability to Session (Ruling Elders)

Date: November 21, 2019

OVERALL OBJECTIVE The Assistant Pastor or Director of Family Ministries and Christian Education will work closely with the Senior Pastor to lead the church in carrying out its mission to worship the Triune God, proclaim the Gospel of Jesus Christ, and equip the saints for the work of ministry.

This involves conducting ministry in such a way that is aligned with the authoritative Word of God and the constitution of the Evangelical Presbyterian Church, in accordance with the church's distinctive core values and ministry commitments as discerned by the leadership of the Session.

DUTIES AND RESPONSIBILITIES The position's primary responsibilities are: 70% Ministry to Children and Youth; 30% General Pastoral Duties.

Ministry to Children and Youth

- Cast and carry out a vision for all children, from infancy through adolescence, that roots all programming in orthodox and Reformed doctrines of the church
- Regularly evaluate and adapt the ongoing ministry
- Develop and lead Christian Education classes, mid-week ministry, VBS, and other events, including the recruitment, training, and coordination of volunteers
- Maintain a local presence in student activities outside the church (school events, games, concerts)
- Organize and lead periodic youth missions activities
- Engage and incorporate parents in the ongoing work of the youth ministry
- Chair the Christian Education Committee and manage the Christian Education budget, providing leadership and evaluation for all CE activities
- Teach catechism, baptism and confirmation classes for children/youth
- Maintain and execute a calendar of events for youth activities

General Pastoral and Administrative Duties

- Preach periodically
- Support the Senior Pastor in providing pastoral care to the sick, homebound, terminally ill and their families, as needed
- Administer the sacraments periodically (if ordained)
- Serve as liturgist for Sunday morning or special services as needed
- Recruit, train, and organize youth liturgists and acolytes
- Attend quarterly denominational meetings
- Attend and actively participate in all Session meetings

QUALIFICATIONS

Education

- Bachelor's degree required; Master's degree preferred
- Three years of related experience preferred
- Ordained or ordain-able in the EPC
- Able to affirm and adopt the Westminster Confession of Faith and the EPC Essentials of our Faith, and committed to abiding by the EPC Book of Order

Professionalism

- Excellent and effective written, verbal, and non-verbal communication skills that model, train, and inspire others to do the work of ministry
- Able to represent the church in a professional manner in a variety of settings
- Committed to ongoing personal and professional development
- Commitment to the interdependent and collaborative nature of relationships with staff members

LIFE AND CHARACTER

- Model a life of faith, prayer, and service
- Daily walk is a reflection of Christian maturity – in marriage and family, relationships, and church life
- Pursue accountability with the pastoral staff and others
- Able to connect with people from diverse backgrounds

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