



Position Job Description

EXECUTIVE PASTORAL ASSISTANT

Position Title: Executive Pastoral Assistant

Reports To: Senior Pastor

Effective Date: 1 November 2020

Last Updated: 1 November 2020

Revision #: 2020

Purpose: The Executive Pastoral Assistant is responsible for the execution of Sierra Pres’s vision, oversight of administrative staff and the nurturing of believers at Sierra Pres to Spiritual Maturity. He/she must be a person of godly character and conduct, who will work closely with our Senior Pastor, Session and Staff. He/she will seek to provide administrative and pastoral leadership with vision, energy, passion, prayerful discernment and a shepherd’s heart.

FLSA Status: Exempt, Salaried, 32-36 hrs/Wk

Hours may be adjusted at discretion of Personnel Committee and Session depending on annual budget requirements.

Salary Range: \$42,800-\$49,500 including benefits

Salary may be adjusted at discretion of Personnel Committee and Session depending on annual budget requirements.

Direct Reports

Bookkeeper
Properties
Design & Communication Director
Growth Groups

Prayer Team
Adult Spiritual Development
Stephen Minister Leaders
Office Assistant

Ministry Responsibilities

Leadership

1. Lead Discipleship (Follow) Ministry
Recruit, train, mentor and develop leaders within our church
Recruit, nurture, develop and provide vision for all adult growth groups
Lead “Discover Spiritual Growth—Solitude & Silence Retreats
2. Lead Care (Love) Ministries
Partner with Care Elder to oversee the Caring Ministries of the SPC
Recruit, train, mentor Worship Prayer Team members
Recruit, train, mentor Stephen Ministry Care Providers
3. Supervise Administrative Staff
Accountability as well as spiritual development
Lead administrative aspects of weekly staff meetings in consultation with Senior Pastor
Ex officio member of Personnel Committee
4. Bring tactical and strategic planning skills to day-to-day operations and carrying out of Church’s vision

Teaching

1. Teach New Believer and New Member classes with Senior Pastor
2. Part of Preaching Team
3. Assist in worship on a regular basis
4. Christian Formation and Discipleship
5. Leadership Development

Shepherding

1. Prayer for, encouraging and nurturing members of our church family as well as help direct individuals to resources and other leaders for continued support
2. Occasional meetings with adult leaders/teams to provide encouragement, focusing of priorities, teaching, and pastoral care
3. Perform weddings and funerals as requested

Counseling (as time permits)

1. For those in crisis (short-term basis concluding with referral to approved counselors)
2. Premarital, grief and mourning
3. Hospital visitation as needed

Administration

1. Advise and assist in execution of strategy and vision
2. Oversee general administration of the church and church office

Personal Spiritual Growth & Development

1. Take part in a form of prayer and scripture reading for spiritual growth as well as other Church activities

Qualifications: The Executive Pastoral Assistant shall be a Christian and it is desired that he/she have Bible school or seminary-level education credits or degree and experience in pastoral ministry. Effective organization and communication skills. Able to work successfully with persons of diverse backgrounds and interests.

Basic Qualifications:

Bible college, seminary level or M. Div
Open to ordination in the EPC
5 years of pastoral and/or administrative ministry experience
Primary gifts: Leadership, Administration, Strategic Planning, Teaching, Shepherding

Accountable to: Senior Pastor and Session of Sierra Presbyterian Church.

Approved by:	Date:
Reviewed by:	Date:
