

# Hendersonville Presbyterian Church:

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**Job Title:** Assistant Pastor of youth and family ministries  
**Status:** Full-Time  
**Supervisor Title:** Pastor, but accountable to the Session  
**Date Prepared/Revised:** July 1, 2021

**Purpose:** To build relationships and make disciples of Jesus Christ among students of all ages, their friends, and their families. To develop leadership teams of volunteers, develop programs and equip disciples to accomplish the mission of HPC. The AP of youth and family ministries will model life-on-life ministry to students and will coach parents and volunteer leaders to do the same.

**Knowledge, Skills, and Abilities Required:**

- To have a proven commitment to know and follow Jesus
- The ability to work well with people, to organize, to negotiate, delegate, and to plan events
- To lead effectively as a “player-coach”
- The ability to maintain confidentiality in a spiritually mature way
- Be a self-starter who can work both independently and as part of a team, recognizing needs/gaps/opportunities and initiating suggestions to improve church systems and processes
- Enjoys working with students and doing relational ministry
- Can recruit and equip volunteers
- Has a sense of humor
- Knows how to be approachable
- Ordained in the EPC or willing and qualified to pursue ordination in the EPC

**Supervision Guidelines and Work Performance Evaluation:**

- The Assistant Pastor will report to the Lead Pastor but also be accountable to the Session.
- The AP will work with the Discipleship Ministry.

**Responsibilities:**

- Encourage, equip, and resource parents to take the lead discipleship role with their children. Help parents develop the skills necessary for this task
- Teach Scripture in a relevant and authentic way, seeking life application
- Relate to students as friend, teacher, counselor, and mentor
- Relate to volunteers as leader, encourager, and equipper
- Relate to the Lead Pastor as teammate and peer
- Evaluate, increase, and develop the disciple-making opportunities for parents and children at HPC
- Work to create opportunities for intergenerational fellowship and relationship building within the life of the congregation
- Participate in the overall life of the church

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- Assist the Lead Pastor and committees in developing a strong small group ministry
- Create and Lead Student Ministry Activities: Develop, plan, execute, promote, and debrief student ministry regular gatherings, maintaining or changing existing programs and adding plans for mission and service
- Communicate proactively and clearly through print media, social media, and verbal means
- Preach approximately 12 times a year. Do so as part of the teaching team with the Lead Pastor. Assist in Worship periodically in order to be in front of the entire congregation
- Develop volunteer leadership teams
- Be responsible for administrative tasks related to assigned ministry areas.
- Divide pastoral duties with the Lead Pastor (i.e. visitation, on call, funerals, weddings, etc.)
- Spend about 80% of his/her time directly involved with student and family ministries
- Attend Annual Staff Retreat
- Other duties as needed

### Acceptance:

**Accepted by Assistant Pastor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Accepted by Lead Pastor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Accepted by Head of Personnel:** \_\_\_\_\_ **Date:** \_\_\_\_\_