Job Description – Assistant Pastor
Community Bible Church, Pierre SD
As Adopted October 4, 2016

Position Title. Assistant Pastor

Purpose of Position. To assist the Senior Pastor and the Board of Elders and Deacons in leading and equipping the church through administration, teaching and pastoral care.

Position Description. The primary role is to provide leadership and guidance in the youth and young adult ministries. The Assistant Pastor will also be involved in other church ministries such as preaching by filling the pulpit as needed, teaching, counseling, small group ministries, and general support of other church programs. The goal is to equip and encourage the local body of believers to follow Jesus Christ and by doing so fulfill the mission of the church. Weekly staff meetings are a requirement. It is expected that the pastoral staff will pray together, plan together, and develop a close spiritual and ministry bond.

Education/Experience. Degree from Bible college or seminary preferred; or two or more years related experience and/or training; or equivalent combination of education and experience.

Supervision. The Assistant Pastor is supervised directly by the Senior Pastor and is accountable to the Senior Pastor and Board of Elders. If the Assistant Pastor and Senior Pastor are not in agreement on a matter, the matter may be brought to the Board of Elders for resolution. Major decisions by pastoral staff affecting core ministries of the church are subject to approval by the Board of Elders.

Salary/Benefits. The position is a full-time position with an annual salary ranging from $55,000 to $70,000 dependent upon qualifications of applicant. While the position is salaried, it is expected a typical work week will consist of 40 hours. Duties worked outside of Monday through Friday, 8:00 AM to 5:00 PM, count as hours worked. Annual vacation time is two weeks with the same holidays as recognized by South Dakota state government. Unused vacation leave may accumulate up to a total of three weeks per year. Vacation leave needs to be approved by the Senior Pastor. Two weeks paid sick leave per year with an additional allowance of up to 40 hours per year for family sickness. Unused sick leave may accumulate up to a total of three weeks. An additional allowance for emergencies may also be made. Health insurance and housing are not included with the position.

Evaluation. An Elder Board Personnel Team will conduct a semi-annual performance evaluation and review.

Professional Development. One week per year which is not counted as vacation leave.

Responsibilities, Knowledge, Skills and Abilities:

- A clear testimony of faith in Jesus Christ and demonstrate this commitment by reflecting grace and love in leading a healthy devotional and moral lifestyle.
- Become a member of Community Bible Church, submit to leadership, and be knowledgeable of and adhere to Scripture, the church constitution, doctrinal statement, policies, and core values of CBC.
• Enhance and provide leadership to the Youth and Young Adults ministry programs to ensure CBC is evangelizing, equipping, educating and encouraging these targeted groups.

• Develop and grow in areas of Pastoral care. Expectations include:
  o Primary backup support for preaching when the Senior Pastor is not available.
  o Participate in worship service when not preaching.
  o Provide benevolence assistance as appropriate.
  o Provide pastoral counseling as needed.
  o Perform weddings, funerals, baptisms and child dedications as scheduled.
  o Provide hospital visits as necessary.
  o Provide church training of others as needed.

• An attitude and communication style that reflects understanding of servant leadership; with a teachable spirit.

• Assist and cooperatively work with other CBC program organization leaders and planning committee members (such as small group ministry and music ministry) in growing all ministries of the church.

• Create teaching opportunities through small group interactions.

• Develop meaningful relationships with not only those involved in the targeted ministries but also others within the church and outside in the community.

• Develop effective leaders, of any age, that will exhibit Godly character, competence, and commitment to the work of Jesus Christ.

• Cooperatively work with other church staff and members of the body of Christ.

• Attend scheduled Board of Elder/Board of Deacon bi-weekly meetings and inform the Boards of the needs of the congregation.

• Actively participate in intra-church fellowship and committee meetings.

• Work with other churches/ministries in the community in evangelizing the gospel of Jesus Christ.

• In cooperation with the Senior Pastor, provide a comprehensive written annual pastoral report at the end of each fiscal year.

• Enhance pastoral professional skills and spiritual gifts through continuing educational opportunities.

• Be willing to accept other responsibilities/duties assigned by the Senior Pastor and Board of Elders and Deacons.