

# Assistant Pastor Job Description

## High View Church of God

### Introduction

The Assistant Pastor shall demonstrate a high level of maturity in the Christian faith, be in full agreement with the core values of the church, and meet the candidate qualifications as presented below.

The Assistant Pastor shall fully endorse and support the High View Church of God **Mission Statement:**

“To build more and better disciples of Jesus Christ.”

The Assistant Pastor shall also endorse and support the High View Church of God **Vision Statement:**

“To edify fellow believers in Christ and plant new congregations to spread the Gospel message.”

The Assistant Pastor shall faithfully teach from the Word of God in a manner that motivates the congregation to seek restored fellowship and personal application through Jesus Christ.

The Assistant Pastor shall be under the guidance of the Senior Pastor of High View Church of God.

### Core Values of High View Church of God

1. We believe that God loves us unconditionally and offers a wonderful plan for our life (John 3:16).
2. We believe that all of mankind is sinful by nature and separated from God (Rom 3:23)
3. We believe what Jesus said, “I am the way, the truth, and the life. No one comes to the Father except through me” (John 14:6).
4. We believe that to enter heaven, we must personally receive Jesus into our hearts as Lord and Savior through faith (John 1:12).
5. We believe that the Bible is the inspired and inerrant word of God (2 Tim 3:16, 17)
6. We believe that God exists in three persons, God the Father, Jesus the Son, and the Holy Spirit (Matt 28:19).
7. We believe that God created us for specific purpose: To fellowship with Him, to serve Him using our spiritual gifts, and to proclaim the Gospel message (John 15:7).

### Position Summary

1. The Assistant Pastor shall express a clear testimony of personal salvation and a firm, faith-based commitment to serving the ministry of Jesus Christ.
2. The Assistant Pastor shall convey heart-felt desire for personal evangelism.
3. The Assistant Pastor shall serve in partnership with, and be accountable to the Church Council.
4. The Assistant Pastor shall hold a degree in Theology or a related field of study from an institution with a statement of faith substantially similar to that of High View.

5. The Assistant Pastor should demonstrate a thirst for continuing biblical education through accredited/non-accredited courses or Bible based conferences.
6. The Assistant Pastor should have experience with Bible-based preaching.
7. The Assistant Pastor shall fully agree with the Core Values of High View Church of God.
8. The Assistant Pastor shall meet the credentials for ministry as defined by the Churches of God, General Conference Standards for Ordination or Annual License.

### **Candidate Qualifications**

1. Profess to the godly character and qualities outlined in:
  - 1 Timothy 3:1-7 (*must be blameless, the husband of one wife, temperate, sober-minded, of good behavior, hospitable, able to teach, not given to wine, not violent, not greedy for money, but gentle, not quarrelsome, not covetous; one who rules his own house well, having his children in submission with all reverence; not a novice, and have a good testimony among those who are outside, lest he fall into reproach and the snare of the devil*).
  - 2 Timothy 4:1-5 (*Preach the word! Be ready in season and out of season. Convince, rebuke, exhort, with all longsuffering and teaching, be watchful in all things, endure afflictions, do the work of an evangelist, fulfill your ministry*).
  - Titus 1:5-9 (*must be blameless, as the steward of God; not self-willed, not soon angry, not given to wine, no striker, not given to filthy lucre; But a lover of hospitality, a lover of good men, sober, just, holy, temperate; holding fast the faithful word as he hath been taught, that he may be able by sound doctrine both to exhort and to convince the gainsayers*).
  - 1 Peter 5:1-4 (*Shepherd the flock of God which is among you, serving as overseers, not by compulsion but willingly, not for dishonest gain but eagerly; nor as being lords over those entrusted to you, but being examples to the flock; and when the Chief Shepherd appears, you will receive the crown of glory that does not fade away*).
2. Preach Jesus Christ as stated in 2 Corinthians 4:5 (*For we do not preach ourselves, but Christ Jesus the Lord, and ourselves your bondservants for Jesus' sake*).
3. Possess the strong people skills needed for effective pastoral care.
4. Commit to regular prayer time, a personal Sabbath rest day, and personal accountability with other godly men of the congregation.
5. Declare a personal heart for evangelism and a desire to reach the lost for Christ.
6. Demonstrate a willingness to support and encourage members of the congregation to reach out to the spiritual and social needs of the community.

### **Primary Responsibilities**

1. Preach the Word of God in season and out of season. Convince, rebuke, and exhort with all long-suffering and teaching as stated in 2 Timothy 4:2.
2. Pray fervently for others, filled by the Holy Spirit, both in private and corporately.
3. Work together with the Senior Pastor to prepare the theme and content of the Sunday morning and evening worship services along with other special services.

4. Perform a lead role, as requested by the Senior Pastor, during worship services. This responsibility includes the preparation and delivery of the sermon.
5. Prepare the service and perform the pastor lead role for baptisms, weddings, child dedications, and funerals, as requested by the Senior Pastor.
6. Set a high personal standard for the church leaders to follow in the areas of corporate prayer, outward forgiveness, demonstrated love for others, evangelism, service, devotions, and spiritual discipline and growth.
7. Encourage Godly stewardship and missions field prayer and financial support.
8. Commit to the continued aspiration of High View Church of God as a House of Prayer.
9. Partner with the council and committees to further the ministries and special events of the church.
10. Review the worship services, Christian education, youth and adult fellowship, and community outreach with Council on a periodic basis to determine if the traditional ministries fulfill the church vision statement.
11. Serve on the Church Council as Assistant Pastor in a non-voting capacity.
12. Lead a small group teaching ministry through Bible study on Wednesday evenings.
13. Provide counseling to church members on an as-needed basis.
14. Prepare congregants for membership in the church.
15. Set a regular schedule for visitation of member families at least once per year.
16. Attend Church of God denominational conferences at least once per year.
17. Establish working hours during the week (including office hours at the church) that meet the needs of the congregation.
18. Provide spiritual leadership to help build mature followers of Jesus Christ.
19. Be willing to demonstrate humility by seeking guidance and spiritual mentoring from the Senior Pastor of High View Church of God.
20. Be willing to live within 20 minutes travel time between their residence and the church building.

### **Expected Allocation of Work Hours**

1. Preparation time for worship services and Bible study.
2. Lead worship services and Bible study.
3. Perform visitations, counseling, prayer, and fellowship activities.
4. Lead and/or attend special services, ministerial meetings.
5. Perform community service, answer phone calls, read mail.
6. Other duties as may arise in the course of pastoral ministry.

Total work time: 50 hrs / week