



JOB DESCRIPTION

Employee:

Hire Date:

Department: Pastoral Staff

Job Title: Assistant Pastor

Employee Status: Exempt

Director: Pastor J.E. Gregory

I. **Purpose of the Job:**

The Assistant Pastor serves Linked UP Church by playing an instrumental role alongside the Pastor in the building, growing, maintaining, and pastoral care of the Staff and Church.

II. **Experience and Knowledge Required:**

- Ability to communicate effectively in large and small settings
- Experience in problem solving
- Ability to handle multiple projects effectively
- Excellent verbal and interpersonal skills
- Can effectively build and maintain healthy teams
- Experience in leading teams, services, as well as people
- Strategic problem solving and conflict resolution skills
- Ability to build meaningful relationships, train and develop leaders
- Present vision to leadership/church
- Delegate well
- Strong sense of team
- Reiterate vision to leadership/church
- Lead by serving others
- Identify and assess various Ministry needs, improvements, and innovative implementations for best practices and service to the people

III. **Essential Functions and Responsibilities:**

Administration

- Attend weekly Pastors Meeting and all other ministers
- Attend weekly "Close Out Meeting" to review order of service and specific needs for coming weekend
- Any other meetings as needed
- Appointments with small group leaders, dream team, potential leadership
- Communicate upcoming events, etc., with leadership team
- Communicate with all campus leadership teams regarding weekend services
- Continually building systems that will create growth
- Respond to emails and phone calls within 24 to 48-hour time frame
- Assure the planning/implementation of monthly meeting with key leadership (Dream Teams and Small Group Coaches)
- Meet regularly with Dream Team Coordinator regarding Dream Team

Facility

- Coordinate building access for small groups
- Prepare campus facility for upcoming weekend services (make sure all rooms are neat & well organized)

Ministerial

- Saturday morning prayer rotation
- Assist Pastor with Ministerial appointments (counseling, pre-marital counseling, weddings, funerals, etc.)
- Assist with hospital visitation, and other Ministerial needs within the congregation
- Assist with planning, implementation, and facilitation of all services
- Create a high-touch environment (love, encourage, welcome people)
- Seek out guests and facilitate an exceptional experience for them

Student Ministries

- Oversee the leaders and volunteers of student ministries at the campus
- Work in conjunction with the Student Ministries team for weekly services, planning meetings, Growth Track and pastoral care

Growth Track

- Help teach Growth Track classes

Special Events

- Help plan, staff and implement all special events for the campus

Small Groups

- Meet regularly with Small Group Coordinator

Dream Team

- Meet regularly with Dream Team Coordinator
- Highlight areas of service
- Consistently encourage all members of the Dream Team
- Assist with planning/implementing Dream Team specific events

IV. Attributes:

- Strong leadership skills
- Positive attitude
- Heart of a servant
- Fun/enjoyable
- Loyal
- Must share the vision of Linked UP Church to fulfill the Great Commission with integrity and passion

V. Extent of Public Contact:

- Regular contact with leaders and volunteers
- Linked UP Pastors and staff members
- Contact with Pastor and staff from other churches

VI. Physical Demands:

- N/A

VII. Supervisory Responsibilities:

- Work with Administrative assistant and support staff
- Work with Team Coordinators and leaders.

Manager's Signature: _____ Date: _____

Employee's Signature: _____ Date: _____

Direct Report's Signature: _____ Date: _____