

Assistant Pastor Job Description

Job Title: Part- Time Assistant Pastor. Could lead to full-time position in 1 to 2 years.

Principal Function: The Assistant Pastor responsible to support the Senior Pastor in all areas of the ministry of the church unless a specific area of ministry has been specified by the Senior Pastor and/or the Board of Deacons.

General Responsibilities:

1. Assist the Senior Pastor with pastoral and ministerial responsibilities as directed by the Senior Pastor.
2. Work with the Senior Pastor, Church Staff, and lay leadership in preserving unity and implementing plans involving all people from every age in the overall ministry of the Church.
3. Support the Senior Pastor in the overall vision, mission, and purpose casting and leadership of the of Haven Christian Community Church's teaching and preaching ministry on Sunday morning worship services.
4. Assist the Senior Pastor in mentoring and equipping Small Group Leaders.
5. Assist the Senior Pastor in equipping the congregation for service based on each congregates spiritual gifts.
6. Be supportive of world evangelism both overseas and locally.
7. Shall make arrangements for coverage of responsibilities during absence.

Primary Responsibilities:

1. Youth Ministry
 - a. To recruit, train, encourage and support lay people in the various volunteer ministries of working with young people at Haven Christian Community Church.
 - b. To support young people and adults in planning, programming and implementing regular youth fellowship meetings.
 - c. To provide spiritual guidance for growth of the youth ministry at Haven Christian Community Church.

- d. To coordinate the youth ministry with the ministry of Haven Christian Community Church as a whole.
 - e. To build relationships with parents of young people in the youth ministry.
2. Sunday School Ministry
 - a. To plan, organize, staff, train and evaluate the Sunday School ministry at Haven Christian Community Church.
 - b. To coordinate, train and implement Sunday School teachers and teacher assistants with the appropriate age group curriculum and materials.

Accountability: The Assistant Pastor is accountable to the Senior Pastor and the Board of Deacons.

Personal Qualifications:

1. Possesses personality, temperament and interpersonal skills to relate and serve effectively within multi-generational and multi-ethnic congregation setting.
2. Exhibit evidence of Christian character and servant leadership as stated in 1 Timothy 3:1-7, Titus 1:5-9, and 1 Peter 5:14 in work environment as well as in home/family setting.
3. Give evidence of a spiritually balanced life (prayer, Bible study, rest, worship, financial stewardship).
4. Aligns doctrinally with Haven Christian Community Church statement of faith, doctrinal positions, bylaws, vision, mission and purpose of Haven Christian Community Church and the OMS Holiness Church of North America statement of faith and constitution.
5. Give evidence of strong work ethics and personal integrity.

Education & Skills:

1. Being able to bring practical life application to the Scriptures.
2. Demonstrate knowledge and ability to guide a person to received Jesus Christ as Savior and become an identified follower of Christ through baptism.
3. Demonstrate knowledge and ability to use the Bible to guide a new believer to grow spiritually as a disciple for Christ.

4. Working towards a master's degree from an approved Christian Bible college, university or seminary is preferable which aligns with the doctrinal position of the OMS Holiness Church of North America and the Haven Christian Community Church.
5. Preferred a minimum of 2 years of ministerial experience (This includes youth pastor, student pastor, assistant pastor, pastoral intern and etc.)

Compensation: 20 hours per week. Actual compensation: will be determined by the applicants years of ministry experience, and training in accordance to the OMS Holiness Church of North America guidelines and the final decision will be done through Governing Board at Haven Christian Community Church.