

## CRC Assistant Pastor Job Description

**SUMMARY:** The Assistant Pastor is a general pastoral role which, based upon the gifting of the applicant, will serve in the shepherding, care and leadership of CRC as well as participate in preaching/teaching.

**WORK WEEK:** This is a full-time paid position. Reports to Executive Pastor under the direction and care of Lead Pastor and Elder board.

**SPIRITUAL REQUIREMENTS:** Provides visionary leadership in areas of ministry, equips people for ministry, and exhibits the characteristics of an elder (1 Timothy 3:1-7).

### WORK ENVIRONMENT:

- Maintain a positive attitude about yourself, your areas of responsibilities, and the staff.
- Work cooperatively and cheerfully maintaining a good rapport with all staff, volunteers, church members, and outside professionals.
- Maintain a high level of confidentiality. Be congenial, professional, business-like in all personal contacts with others.
- Be sensitive to the needs of others.
- Exercise good time management.
- Maintain a high level of excellence in your appearance, work habits, and quality of work performed.
- Maintain a teachable attitude and team spirit, especially with the broader network of churches.

### SKILLS AND KNOWLEDGE:

- Leadership & supervisory ability with staff and volunteers
- Recruiting, building and developing teams
- Positive interpersonal and influence skills
- An understanding of how technology can be used in ministry
- Preaching and teaching skills, as well as public and interpersonal communication skills
- Planning, Prioritizing & Goal Setting

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Support (own and cooperate with) the vision and direction of the Lead Pastor through the direction of the Executive Pastor, under the oversight of the elder board.
- Implement CRC's vision and develop a strategy to disciple people of all ages as a growing, multi-generational church.
- Ability to plan, organize and direct ministries of a growing church.
- Lead, coach and manage ministry teams.
- Able to deal effectively and tactfully with church personnel, church members and community.
- Able to provide leader supervision and guidance for the planning, coordinating and evaluating of education and discipleship ministries.
- Minister to congregation to grow in their faith in the good news of Jesus Christ.

- Encourage and equip congregation to provide leadership and mentoring for students and support families as they raise their children in the faith.
- Able to plan, organize, and implement special events.
- Other duties may be assigned as needed.

#### **SHARED CRC NETWORK RESPONSIBILITIES:**

- Partner with growing network of churches that are supporting the work of planting, revitalization, and resourcing in New England and beyond.
- Regular participation in staff trainings, meetings, and development.
- Occasional pulpit supply at CRC and its campuses, along with other local congregations.
- Partner in the work of individual support raising for the CRC network.

#### **EDUCATION and/or EXPERIENCE:**

- College/University degree
- Master's level theological training

#### **REMUNERATION:**

- Salary – depends upon Housing (which may be available) and experience
- Health, Dental, Life and Retirement Benefits

#### **CONTACT:**

For more information, please contact [Pastor Chris Audino](#).