

FBC Diana Job Description: **Pastoral Assistant**

April 2022

1. Summary

- a. The Pastoral Assistant (PA) has the *primary* responsibility of supplying administrative support to church pastors and members. The Pastoral Assistant has the *secondary* responsibility of developing as an aspiring pastor.
- b. The ideal candidate is a young man who aspires to the office of elder (1 Tim. 3:1), who is highly disciplined and self-motivated, possessing strong communication and administrative abilities, and is musically inclined.

2. Qualifications

- a. Membership: Must be a member in good standing with FBC Diana. However, this does not require a candidate for this position to be a current member of FBC Diana.
- b. Confession of Faith: Must wholeheartedly affirm the Confession of Faith of FBC Diana.
- c. Character: Must be a godly man, with no thoughts, words, or deeds that would obviously disqualify him from the office of elder (1 Tim. 3:1-7; Titus 1:6-9). Since this position does not require the employee to be an elder, it is not necessary that he meet all the qualifications of an elder/pastor (for example, it's unnecessary to be "able to teach" or to be a mature convert), but he is expected to have no obvious disqualifying marks.
- d. Relationships: Must be able to work and relate well with elders, staff, and church members.
- e. Education: A bachelor's degree is desirable but not essential.
- f. Skills: Must be proficient in common office technology, including but not limited to Microsoft Office Suite, basic website management, and other communication tools.

3. Staff Authority and Responsibility Structure

- a. A Pastoral Assistant (PA) reports directly to the Senior Pastor, and all staff are subject to the oversight of the body of elders.
- b. The body of elders manage compensation, benefits, and annual calendar; and the Senior Pastor acts as direct supervisor of all staff (including task-assignments and office hours).

4. Time Commitment

- a. This is a full-time position, anticipating 40 hours per week; including four 8-hour office days, weekly church-wide activities, elders' meetings, and irregular activities.

5. Tenure Commitment

- a. A Pastoral Assistant (PA) is intended to remain in the role for 2-4 years, though in some cases the duration may be longer.

6. Outline of Duties

- a. Summary of Participation Expectations
 - i. Regularly attend Lord's Day gatherings of the church (Sunday mornings and once-per-month Sunday evenings)
 - ii. Regularly attend mid-week inductive Bible studies (Wednesday evenings)
 - iii. Attend all elders' meetings (1-2 per month)
 - iv. Attend all members' meetings (6 per year)
 - v. Reliably attend office hours as articulated on this job description
- b. Church Service Administration (6 hours per week)
 - i. Assist in planning Sunday services, help arrange volunteer prayer leaders and Scripture readers, and curate weekly service content on Planning Center Services
 - ii. Create bulletins for Sunday morning and evening services
 - iii. Manage Proclaim software for Sunday mornings and oversee the audio and visual features of the service (personally operate the A/V booth or train and oversee volunteers to do so)
 - iv. Create prayer sheets for Wednesday evening Bible study
 - v. Clean, download, and publish weekly sermon audio
 - vi. Publish preaching notes on Faithlife and send sermon follow-up emails to church members (including links to sermon audio and suggested resources)
- c. Office Administration (6 hours per week)
 - i. Respond to and/or forward phone calls and emails
 - ii. Curate website content and schedule regular social media content
 - iii. Assist the Senior Pastor in creating and sending a monthly church newsletter
 - iv. Data entry, tracking, and membership directories (including acquiring and maintaining photos for all members)
 - v. Assist the Senior Pastor in planning, scheduling, and executing occasional weekenders
 - vi. Monitor and order office supplies
 - vii. Arrange for and facilitate various maintenance or service visits
 - viii. Maintain giveaway book library and pastoral development library (including ordering, inventory, tracking, etc.)
- d. Course Groups (3 hours per week)
 - i. Procure and maintain course group teaching material library
 - ii. Assist the elders in establishing a schedule and sequence for course groups
 - iii. Organize teachers and assistants for each course group
 - iv. Help members and guests to know how and when to participate in course groups

- e. Music Ministry (5 hours per week)
 - i. Curate song lists and all content on Planning Center Services
 - ii. Maintain paper copies of all songs, lyrics, chord sheets, music sheets, and any other necessary information for musicians and vocalists
 - iii. Participate in weekly rehearsals with Praise Team (beginning as a contributor, with the goal of leading the Praise Team at some point)
 - iv. Participate in leading the music of the church on Sunday mornings and evenings (beginning as a contributor, with the goal of leading at some point)
 - v. According to skill and ability, develop and train musicians and singers
- f. Assist the body of elders (5 hours per week)
 - i. Create elders' meeting and members' meeting packets in collaboration with elders
 - ii. Assist elders with membership interviews
 - iii. Assist the elders in following-up with members and visitors through email, letter, or phone calls
 - iv. Assist the elders in creating and maintaining an "onboarding packet" for new elders (including a summary of important past meeting discussions, important decisions, and noteworthy precedents)
- g. Assist the Senior Pastor (5 hours per week)
 - i. Assist in planning, scheduling, and executing training for those church members who teach and/or preach
 - ii. Assist in sermon planning, preparation, and research
 - iii. Assist in scheduling guest preachers
 - iv. Occasionally assist in various pastoral duties (such as hospital visits, funeral planning and officiating, and wedding planning and officiating)
 - v. Assist with various administrative tasks as they arise
- h. Pastoral Development (10 hours per week)
 - i. Participate in the formal pastoral development program, including reading assigned texts, writing assigned papers, and thoughtfully participating in discussions
 - ii. Observe all elders' meetings
 - iii. According to ability and desire, preach on occasional Sundays and teach occasional Wednesday evenings
 - iv. According to ability and desire, lead course groups (small groups or classes)
 - v. The Senior Pastor expects the PA to eagerly take advantage of opportunities to develop by observation, training, and/or experience (including local church ministries, occasional Simeon Trust workshops, pastor-targeted conferences, and the like).

7. Church Constitution Statement

3.1. “The body of elders may establish administrative staff positions. Each position shall be created with a defined scope and job description.”

3.2. “The body of elders shall propose funding for new paid staff positions at any members’ meeting of the church, and any new paid staff position is subject to the approval of the assembled congregation.”

8. Rationale

Over the last several years, FBC Diana has been advancing in her perspective of the role and function of local church staff. A significant aspect of this advance has been our increasing embrace of the responsibilities of church membership, and we have also been advancing in our expectations for those who fill the office of pastor or elder. In particular, we have been growing in our understanding that pastors are shepherds (not CEOs or merely hired preachers), who exercise reverberating shepherding care that must be based upon biblical instructions and convictions.

Men who are qualified to fill the office of elder are raised up among local churches (2 Tim. 2:2); they are not minted by seminaries or suddenly materialized by some personal sense of “calling to the ministry.” Thus, it is the responsibility of every pastor and church to strive toward raising up future pastors.

As current elders of FBC Diana, we are striving toward growth ourselves – growth in familiarity with biblical instruction and growth in our biblical convictions – and we are also striving to develop future pastors. We believe that creating a staff position of Pastoral Assistant will help us further strive toward this goal. A PA will not only benefit from our efforts, but he will also learn and develop as a sort of apprentice.

We have begun by articulating what FBC Diana has to offer and what a PA may gain or benefit from our creation of this staff position. This is no coincidence since we believe that we (as a church) must be careful to think in these terms. It is not natural for us to do so, and no other vocation functions in this way. We are naturally inclined to think primarily of our own needs and benefits, and we are encouraged to think this way in our own employment. Therefore, again, we must be careful to think contrary to what is common to our nature and environment.

And yet, there are several ways in which FBC Diana will benefit; we will mention here the three most significant benefits we may enjoy from a qualified and skilled PA.

First, administrative benefits. Some of our administrative needs are currently being met by our Senior Pastor, and some others are not being met at all. Creating this new administrative staff position would not only ensure that these tasks are covered from week to week, but it would also advance our efforts to promote the biblical principle that pastors should spend the bulk of their time laboring in teaching, preaching, and leading (Acts 6:1-7, 20:26-28; 1 Tim. 5:17; 2 Tim. 4:1-5; 1 Pet. 5:1-3). To put it directly, there will be a direct connection between hiring a PA and the increase of vocational pastor productivity.

Second, music ministry benefits. As you know, we have an abundance of God's blessing upon our church in the arena of musical skill and the willingness to serve. We have successfully operated for nearly five years with an entirely volunteer praise team. This is a testament to God's blessings and also to the love and commitment of those who volunteer in this way. However, there is much more that we might do with our music ministry, and a PA may be the catalyst to advance our efforts.

Our song list and song materials on Planning Center (our service planning software) needs curating and management. Our presentation software needs administration in advance of Sunday mornings. Our service plans, weekly song selections, and repertoire development all need greater intentionality and systematizing. Russ Holland and Marc Minter currently perform some of these tasks (essentially doing what must be done), but FBC Diana would greatly benefit from the keen efforts of a skilled PA.

Third, communication, teaching, and training. As you likely know, we are always looking for ways to teach and inform our church members. Occasional church newsletters, weekly sermon follow-up emails, preaching and teaching calendars, resources for further study, recommended books and articles, and occasional course groups are examples of this sort of effort. The elders of FBC Diana are eagerly desirous of providing more teaching and training for our members, as well as other pastors and churches. One major bottleneck for all of these efforts and desires to take a more consistent, frequent, and expansive form is time.

A skilled PA may take on responsibilities that would open up this constriction. Some of the projects and communication advances we specifically have in mind are: 1) regular course groups (subjects ranging from biblical manhood and womanhood, discipling, Christian living, Christians in the workplace, and missions); 2) regular training for Life Group and Bible study leaders and Sunday preachers; 3) systematic pastoral care interactions; 4) an FBC Diana weekender (for increasing in our own church health and contributing to the health of other churches around us); and 5) maintaining quality website and social media content.

In summary, FBC Diana is a church that wants to invest well in raising up and developing pastors, both for ourselves and for other churches. FBC Diana also has existing needs and potential areas of growth that will benefit greatly from the creation of this new staff position.

9. Scope

This position will be under the supervision of the body of elders and directly managed by the Senior Pastor. Any candidate is expected to remain in the role for 2-4 years, though the exact duration will be a matter of prudence and evaluated on a case-by-case basis. At the termination of any candidate's time in the role, there may be several positive transitions. The following are some examples.

- The PA may secure non-church employment and continue to be a productive member of FBC Diana or of another church.
- The PA may seek a vocational pastoral role in another church.
- FBC Diana may, recognizing character and skill, desire to change the PA's employed role so that he may become a vocational Assistant Pastor among FBC Diana.