

## SECOND PRESBYTERIAN CHURCH

### *Ministerial Staff Exhibit B*

## DESCRIPTION OF A MINISTRY

### ASSISTANT MINISTER OF CONGREGATIONAL CARE

**Purpose:** The Assistant Minister of Congregational Care of Second Presbyterian Church will, with the guidance and help of the Session and Senior Minister, be responsible for overall Congregational Care of the church. The most important characteristic of the Assistant Minister is his personal holiness. His godly example and spiritual wisdom will set the tone for the spiritual care of each member and for congregational life. He should be marked as a man with a heart to feed the sheep. If he is married his family also should provide a biblical example for the people. As he determines his priorities his regular communion with God and meditation upon the Word will receive highest attention.

**Qualifications:** This Assistant Minister of Congregational Care will require a man who is an ordained Teaching Elder in the Presbyterian Church in America. He should be a graduate of a theological seminary, thoroughly committed to the historic Reformed Faith as set forth in the Scripture and Westminster Standards, and desirous of serving with a staff and a Session who seek consciously to be winsomely Reformed and Presbyterian. He should be spiritually mature, with experience in the ministries of the Church. Though age will not be a determining factor, the person should be of good health and physically and emotionally capable of carrying a heavy work load. Good communication, organizational and planning skills will be an asset.

**Duties and Responsibilities:** The Assistant Minister of Congregational Care shall:

#### VISITATION

- ☐ Visit members in hospital (daily if necessary).
- ☐ Regular visit of shut-ins, widows and other church members, communicating with the Koinonia Coordinator regarding needs of shut-in and widowed members
- ☐ Attend Pastoral Care Committee as a member of the committee.
- ☐ Coordinate with Pastoral Care Committee, Sympathy and Service Committee, and Koinonia Coordinator for congregational care

#### NEW MEMBER & VISITOR

- ☐ Coordinate new member visitation & assimilation activities
- ☐ Follow up with first time / regular visitors, in a timely manner.

#### PRAYER MINISTRY

- ☐ Intercede in prayer for the congregation.
- ☐ Coordinate / Plan weekly Prayer Meeting

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##### **ASSISTANT MINISTER OF CONGREGATIONAL CARE**

###### **STAFF RESPONSIBILITIES**

- ☐ Coordinate with Koinonia Coordinator so that all shut-ins and widowed members are visited at least quarterly, communicating with Koinonia Coordinator as to priority visits of this group of members.
- ☐ Regular meeting with Church Administrator
- ☐ Submit written monthly report of activities at each Session meeting
- ☐ Report Visitation activity as part of written Monthly Session Report
- ☐ Assess monthly “critical needs” as part of written Session Report
- ☐ Participate in Presbytery and GA committee work and general meetings
- ☐ Perform Christian counseling as needed with church members.
- ☐ Timely response to email and other forms of communication
- ☐ Other duties as assigned by the Senior Minister and/or Administration Committee.
- ☐ Oversee existing Men’s Ministry

###### **SUNDAY SCHOOL COMMUNITY SHEPHERDING**

- ☐ Coordinate with Elders so that all church members are visited (at least) yearly
- ☐ Promote/coach (as necessary) Elders in Shepherding responsibilities
- ☐ Assess monthly “critical needs” as part of written Session Report

###### **TEACHING MINISTRY**

- ☐ Participate in Adult Sunday School as directed by SS Superintendent
- ☐ Participate in Wednesday Night Teaching as directed by CE Chairman

###### **WORSHIP SERVICES**

- ☐ Assist as needed in Morning & Evening Worship Services
- ☐ Preaching opportunities as determined by Session