



Job Description – Fellowship/Pastoral Assistant (Seminary graduate) Independent Presbyterian Church

The following outlines the basic components of your assistantship. These guidelines are meant to be informative, not restrictive or confining:

I. Attendance

The goal of our attendance expectations is your full participation in the life of the church and its ministry.

1. Attend all stated meeting of the church: Sunday School, AM/PM services, and, as available, the Wednesday noon service.
2. Attend the Tuesday morning men's prayer breakfast and the staff events of that day through lunch. This includes the periodic Presbytery and CERF meetings.
3. Attend the monthly Session meeting and one committee meeting per month until each has been visited.
4. Attend all special services including, but not limited to, Missions Conference in the spring and Communion Season in August.
5. Attend an entire Inquirers Class or listen to the CD's (or DVD's). Submit a written assessment.
6. Attend bi-annual Officer's Training. Submit a written assessment.
7. Attend Twin Lakes Fellowship in the spring.
8. Participate in Dead Theologian's Society monthly readings.
9. Attend a funeral and a wedding and submit written assessments.
10. Attend Care Group functions for the area in which you live.
11. If married, it is also expected that your wife will be present, primarily at the Sunday stated meeting, but also as much else as her schedule allows.
12. Non-attendance at any of the above must be pre-approved by the senior minister or the church administrator.

II. Office Hours

The goal of office hours is to establish a regular and predictable work environment.

1. Have regular office hours 5 ½ days a week. Exceptions must be communicated with the church office.
2. Take off 1 ½ days per week, aiming, if possible, to be in the office when the senior minister is in his office.

3. Propose in writing your weekly schedule and submit to the senior minister or church administrator for approval.

III. Dress Code

The goal of the dress code is to maintain basic decorum in the work of the ministry.

1. Coat and tie are to be worn at the office, Mon. – Thur.
2. Coat and tie are to be worn at all public services except those at Point Pleasant.
3. At minimum, collared shirt and khaki-type pants are to be worn when leading Bible Studies.
4. Wives are to dress modestly, with an awareness of their status as role models. Care is to be given to necklines, hemlines, and tightness of female attire.

IV. Teaching/Preaching

The goal of your teaching/preaching assignments is your development as a communicator of biblical truth. Normally the pastoral assistant will have the following responsibilities, subject matter to be pre-approved by the senior minister.

1. Teach weekly in the Sunday School. This will mean a month in the children's Sunday School, a month with the youth Sunday School, and teaching throughout the entire adult Sunday School.
2. Teach weekly Career or College Bible Study. One of these will be the Pastoral Assistant's area of ministry which he is to develop.
3. Preach at the Wednesday noon or Sunday night service as assigned by the senior minister, roughly once per month.
4. Teach the Coastal Jail Transitional Bible Study (held on Sunday afternoons from 3:45-4:45) once per month.

V. Pastoral Care

The goal of your pastoral assignments is your development as pastor of Christ's flock.

1. Initiate contacts with your target group: calls, coffee, meals. Have at least two face-to-face contacts with your target ministry members per week. Reach out to their friends and acquaintances. Submit weekly reports of these visits to the senior minister (oral or written).
2. Hospital visits once per week
3. Homebound or nursing home visits once per month

4. Establish a calendar for items 2 and 3, submit for approval to our senior associate minister, and copy to our church administrator. Submit monthly report of visits to senior associate.

VI. Continuing Study

The goal of continuing study is the solidifying of your convictions about historic Reformed ministry and worship. The following books are to be read and discussed as part of your time at I.P.C. A monthly lunch meeting with the pastoral staff will be scheduled in which to accomplish this. Because you are at I.P.C. to learn our way of “doing church,” the senior minister’s books will be emphasized.

Senior Minister’s Books

- 1. *Worshipping with Calvin*
- 2. *Reformed Worship and Contemporary Worship*
- 3. “Keeping the Sabbath” – pamphlet
- 4. *Family Worship Book* (especially introductions to each section)
- 5. *Serving with Calvin* (if not published yet, then either ask for the manuscript or read *The Pastor’s Public Ministry*)
- 6. *When Grace Comes Home*
- 7. *Catechizing Our Children*

Other Books

- 1. *Work of the Pastor*, Still
- 2. *Lectures to My Students*, Spurgeon
- 3. *Preaching and Preachers*, Lloyd-Jones
- 4. *Why Johnny Can’t Preach*, Gordon
- 5. *Why Johnny Can’t Sing Hymns*, Gordon
- 6. *Liturgies of the Western Church*, Thompson
- 7. *A Method of Prayer*, Henry
- 8. *A Guide to Prayer*, Watts
- 9. *Communicant’s Companion*, Henry
- 10. *Reformed Pastor*, Baxter
- 11. *Treatise on Baptism*, Henry

VII. Getting Started

- 1. Read through this job description.
- 2. Schedule a meeting with the senior minister. If married, include your wife in this initial meeting in which your pastoral assistantship will be reviewed.

- 3. For the first month, submit written assessments of the following to the senior minister:
 - Morning worship
 - Evening worship
 - Wednesday noon
 - Adult Sunday School
 - Youth Sunday School
 - Men's Prayer Breakfast
 - Session meeting
 - Diaconate meeting
 - Inquirers Class

- 4. Submit weekly schedule for approval.
- 5. Submit pastoral visitation schedule for approval.