



COLONIAL PRESBYTERIAN CHURCH

Part-time ASSISTANT PASTOR

JOB DESCRIPTION

Help the Campus Pastor by, assisting with planning and implementation of outreach and evangelism for our campus with our neighbors, ensuring our congregants are engaged in all aspects of our mission, and caring for congregants.

WORKING RELATIONSHIPS

Reports to: Campus Pastor

Supervises: SKC Deacons

Collaborates with: SKC Directors and SKC Deacons (this includes Student and Children's Min., Ministry Volunteers, and church leadership.)

DUTIES & RESPONSIBILITIES

- Work with SKC Deacons helping them to carry out their ministries and develop processes to measure and communicate the results.
- Assist with planning and implementation of outreach events and evangelism efforts for the SKC Campus and develops processes to measure and communicate the results so we can see the impact God is having. This includes promotion, design, and implementation of outreach opportunities and discovery groups. Outreach connections include: KCPD Partnership, Single Moms KC, Impact Center, Holmes Garden, and others as identified.
- Collaborate with our mission's team for Caring for Kids and Lead to Read partnerships in our local schools including Boone Elementary and Indian Creek Elementary in collaboration with the Local Impact Coordinator at Colonial.
- Work closely with Kim Schwaller to provide funding, support, transportation, and ministry volunteers that will assist with Urban Education scholarships for Colonial "at-risk" children and/or youth to attend Kansas City Christian School and/or Providence School.
- Work with Kim Schwaller to coordinate rides for neighborhood kids to attend the Upper Room Summer School.
- Analyze requests and approve therapist assist needs.
- Point person for Deacon Crisis Fund

I. Spiritual Faith & Gifts

- Have a vibrant personal relationship with Jesus Christ as Lord and Savior, God, and the Spirit.

- Possesses a lifestyle of Christian maturity, integrity, and discipline that serves as an example to ministry partners.
- Must uphold the mission and the integrity of Colonial Presbyterian Church and the EPC.
- Possess the gifts of leadership, encouragement, and organization.

II. *Experience & Education*

- Computer skills including experience with Microsoft Office applications.
- Must have earned a bachelor’s degree and a seminary degree and be ordained to Minister of Word and Sacrament in the EPC.

III. *Interpersonal*

- Must possess and can demonstrate leadership, organizational, and administrative (time management) skills that will allow for a successful ministry.
- Excellent oral and written communications skills
- Be self-motivated and can perform with limited supervision.
- A spirit of service and humility in fulfilling job responsibilities
- Adept at conflict resolution and team building.
- The ability to work collaboratively with other staff, volunteers, and other ministry teams with-in Colonial

IV. *Position*

- **10hrs/week**
- Must be flexible in working hours with the ability to participate or lead activities during evenings, weekends, and holidays.

INITIAL DESIRED OUTCOMES:

- Do biannual reports which measures and communicates the results ministries listed in this job description or as assigned by the campus pastor.

AGREEMENT

I've read and understand the duties and responsibilities of this position.

Signature _____ Date: _____

We endorse the above for this position and affirm our support to help them achieve the ministry they have accepted.

CAMPUS PASTOR _____ Date: _____

EXEC. DIRECTOR _____ Date: _____

HUMAN RESOURCES _____ Date: _____