

Hollywood Church of the Brethren Assistant to the Pastor Job
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Hollywood Church of the Brethren is becoming a multi-generational ministry, Christ centered and biblically sound with a strong sense of church as family.

Assistant to the Pastor Position Summary:

Assistant to the Pastor will be under the supervision of the Pastor as well as the Church Board. He/she will assist the Pastor in the leadership and service of the ministries at Hollywood Church.

The Assistant to the Pastor should have a biblically sound personal theology in line with the Christian core foundational beliefs as found at Hollywood Church. He/she should also have interest in a variety of ministry fields such as young adults, visitation and music ministries.

The following are given as examples and are not intended to be all inclusive or in order of importance.

Qualifications:

1. Must be a graduate of high school with theological training
2. Must be a licensed or ordained minister or pursuing this level of ministry
3. Must hold a valid driver's license and pass a security clearance as requested by the church
4. Must be a mature strong leader and team player with experiences bearing witness to these traits
5. Must be grounded in the Word of God

Knowledge, Skills and Abilities

1. Demonstrate ability to work well with congregational staff of all ages (ie outgoing and friendly)
2. Demonstrate ability to teach and do presentations, good communicator
3. Demonstrate a teachable spirit, willingness to grow as a leader, and demonstrate personal integrity
4. Demonstrate effective time management, organizational skills and decision making skills
5. Demonstrate knowledge of the Bible and be authentic and transparent in his/her lifestyle
6. Demonstrate qualities of character and personality which merit respect and confidence

Key Duties and Responsibilities

1. Meet regularly with the Pastor to determine needs of church and be given duties to perform
2. Oversee with the pastor all age groups and ministries of the church

3. Attend Church Board Meetings (frequency determined by number of hours employed and Pastor discretion)
4. Attend our church services and teach Sunday School as directed by the Pastor
5. Work with Pastor to train Sunday School teachers and strengthen the program
6. Facilitate a deep sense of community and fellowship centered on Jesus Christ
7. Preach under the leadership of the Pastor as requested
8. Assist with visitation of sick, elderly, as well as other needs of congregation

Goal:

Start with part time Assistant to the Pastor of up to 2.5 days per week with the possibility of a full time position funded in the future.

Salary:

Proposal of \$18.25 hourly up to 20 hours per week with the expectation that this would grow annually until a full time status/salary is achieved.

If interested, please send your resume (including work history and prior small group leadership) to Hollywood Church of the Brethren (sgaynellechewning@gmail.com) along with a written response to the following questions:

1. We would like to hear your personal testimony and how you came to know Christ
2. We would like to know about your personal calling and the vision that the Lord has laid on your heart
3. Can we ask the reasons you left your last job? What are you looking for in a new job?
4. What are your beliefs about the Bible?
5. What is your vision for the young adults and young married couples (20's through 40's)? Give an example of how you would facilitate growth in these age groups
6. What are your thoughts on biblical principals: The Trinity, Evolution, Homosexuality, Abortion, Divorce?