



34605 N. Tom Darlington Rd.
Scottsdale, AZ 85266
480.488.3384

Job Description
ASSISTANT PASTOR FOR OUTREACH

Position Purpose:

The primary purpose of this position is to aid the congregation in effective outreach to our community, welcoming and connecting prospective members, and support in mission.

Additionally, to support and provide general pastoral leadership at DHPC.

Accountability:

This position is accountable to the Sr. Pastor as Head of Staff and is related to the Welcoming Committee, Outreach Committee, and the Mission Committee.

Personnel directed by this position: None at this time.

Status: Exempt, Full-time

Major Responsibilities:

Welcoming

- Work with the Welcoming Committee to develop and maintain a process for following up on visitors, connecting prospectives to the church, and hosting events for prospective members.
- Personally follow up with visitors and prospectives.
- Lead the “Life in Community” for prospective members to learn about DHPC’s “Core Distinctives”
- Ensure that “Life in Connection” (formerly New Member Classes) are scheduled and assist the Sr. pastor in their facilitation.

Outreach

- Work with the Outreach Committee to identify community events for church participants and show it is part of the community. (Such as Rodeo Days in Cave Creek and Carefree Christmas)
- Serve as a pastor to our community by building meaningful relationships within the community.
- To work with the Outreach Committee to develop and implement ways to effectively share the Gospel of Jesus Christ with those living within our community.

Mission

- To assist the Sr. Pastor in working with the Mission Committee.
- Focus will primarily be upon local mission and mission trips.

General Pastoral Duties

- Effectively bring people to faith in Jesus Christ and participation in his church.
- Discipling people in the Christian faith so that “More People are More Like Christ.”
- Assist in providing care to the members and friends of DHPC.
- Assist in worship, the Sacraments, and preach as assigned.
- Attend Session meetings with the right of voice but no vote.

Administrative Tasks

- Help prepare the annual budgets, monitor expenses, and analyze and present future needs.
- Coordinate all work with appropriate staff, committees, and boards of DHPC.
- Other appropriate tasks as assigned.

Confidential Data: As a staff member, your responsibility is to treat confidential information you read or hear about the personal affairs of the church or its staff, or members with the utmost confidence. All personal information acquired while on the job is not to be used outside of necessary daily activity requirements.

Skills and Capabilities Required:

- A love for Jesus as Lord and Savior and an active spiritual life.
- Able to subscribe to the “Essentials of our Faith” of the EPC.
- An awareness and appreciation of reformed faith and tradition.
- Good Christian character and conduct.
- Able to share the Gospel and make disciples of Jesus Christ.
- Creative and visionary skills.
- Interface effectively and positively with staff members and public.
- Ability to delegate to others and coordinate their work.
- Effectively work with teams, engendering trust, and constructively resolving conflict.
- Establish basic proficiency with appropriate church audio-visual equipment, database, software, etc.
- Manage time, prioritize activities and develop long-range plans.
- 1-3 years ministry experience

Criteria for Performance Evaluation:

Evaluation will be based upon the accomplishment of the above-listed responsibilities and the demonstration of skills and capabilities required for the position.

Signatures:

Employee

Supervisor

Personnel