



## Job Description

### Director/Assistant Pastor

**Purpose:** Grow a strong infant through college-age ministry, welcome new members, and build intergenerational fellowship events.

**Accountability:** To Senior Pastor

**Personnel directed by the position:** TBD

**Status:** Full Time/Exempt

#### **Major Responsibilities:**

- Share the Gospel of Jesus Christ and how it impacts the lives of children, students, and parents and equip them to personally serve as God's witnesses in the ministry of the church and community.
- Successfully grow a DHPC Family and Student ministry that is meaningful to the Church and imparts Biblical values and guidance to all.
- Provide Christian growth opportunities to DHPC children and youth through Bible studies, worship, mission activity, and discipleship.
- Manage core leadership teams among the congregation that will help build a robust and Christ-centered Family and Student Ministry, New Member recruitment, and Fellowship.
- Develop a calendar, work plan, and supporting budget for the Family and Student Ministry to include classes such as: Confirmation, camps, discipleship, mission trips, off-campus activities, and social events. Follow approved Child Protection Policy.
- Liaison for the Fellowship and Outreach Committee.
- Assist Senior Pastor and Associate Pastor with outreach, congregational care, worship leadership, and other duties, as needed. Participate in annual DHPC church functions such as: VBS, Leupp weekends, adult/youth events, etc.
- Any other task as required of the position.

**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.

**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.

Please submit Personal Information Form and/or resume to:

Michelle Balestra  
Attn: Assistant Pastor Search Committee  
34605 N. Tom Darlington Rd  
Scottsdale, AZ 85266  
Church: 480-488-3384  
searchcommittee@deserthills.org