

# Spirit and Truth Fellowship (Philadelphia, PA)

## Position Description: Assistant Pastor

**MISSION STATEMENT:** The mission of Spirit and Truth Fellowship is to build up believers to maturity in Christ and through His power at work in us to seek community transformation in Hunting Park and beyond.

**POSITION SUMMARY:** Spirit and Truth Fellowship is seeking an assistant pastor to fill a 30 hour/week role. The Assistant Pastor will engage in pastoral care, preaching, teaching, administrative duties, outreach/inreach and denominational meetings.

- Most Importantly this role must be a passionate follower of Jesus Christ, submitted to the Spirit of God, eager to serve God by serving His church while maintaining a teachable spirit.

### RESPONSIBILITIES

*Note: (%) listed are a general idea of the expectation of focus. It should not be viewed in a legalistic manner as each season may require a shift in focus.*

#### Outreach/Inreach (40%)

- Global Missions: Provide spiritual direction and support to our missionary families
- Lead and coordinate community evangelistic outreach events.
- Lead and coordinate events to promote growth and strong relationships within our congregation
- Create activities that target youth in Hunting Park for Christ-centered spaces of engagement

#### Pastoral Care (20%)

- Prayer in all methods, styles and times as led by the Spirit of God
- Lead Small Group (Discipleship and Spiritual Formation)
- Provide Shepherding/Pastoral Counseling
- Hospital and home visits to those who are sick or shut in

#### Preaching/Teaching (10-20%)

- Teaching: Lead and coordinate Christian Adult Education (Adult Sunday School)
- Preach on a shared rotation with other pastors as needed
- Teach New Members, Catechism and Baptism classes as needed
- Conduct weddings & funerals and minister to the families that are celebrating and those that are bereaved families
- Coordinate and lead special services: Lent, Good Friday, Joy Night, Advent, etc...

#### Administration and Leadership (20%)

- Partner with lead pastor to oversee administrative functions of the church (Assignments will vary based on gifts and talents) Possible assignments may be: financial, facilities, or other ministry coordination.

#### **REQUIRED QUALIFICATIONS**

- Have an active and growing personal relationship with Jesus.
- Must have a keen awareness of your own need for grace and mercy found in Christ
- Master of Divinity (MDiv) based in Reformed Theology or equivalent experience.
- Must have a teachable spirit
- Must have demonstrated Leadership Skills
- Have the ability to organize, lead, communicate well and work well with others.
- Have a passion for ministry to marginalized people groups, specifically in the inner city.

#### **ORGANIZATIONAL STRUCTURE OF SPIRIT AND TRUTH FELLOWSHIP**

- The Assistant Pastor is accountable to Christ first and then to the Lead Pastor. The Assistant Pastor will be directly supervised by the Lead Pastor. The Elders provide oversight to all activities of the church in doctrine, life, and pastoral duties.

#### **COMPENSATION & BENEFITS**

Hours: 30 hours a week

Salary and benefits commensurate with qualifications

#### **CONTACT**

To apply: Please submit resume, cover letter and three references to:

Pastor Frederick Harvey II

Email: [fred@stfphila.org](mailto:fred@stfphila.org)

Visit [stfphila.org](http://stfphila.org) to learn more about Spirit and Truth Fellowship.