

Mountain Park United Methodist  
1405 Rockbridge Rd.  
Stone Mountain GA 30087

Mountain Park United Methodist Church is an inclusive congregation whose mission is to connect its community with Jesus to transform lives by “Living Jesus; Loving Community.” We live out our mission by gathering to build a beloved Christian community (Matthew 18:19-20), by growing to be more mature Christians (Colossians 2:6-7), by going out to serve and love people in Jesus’ name (James 2:14-17).

Job Title: Assistant Pastor  
Directly reports to: Senior Pastor

#### General Job Description:

The Pastor serves by teaching, preaching, designing and coordinating events and programs, assisting with pastoral care, assisting the Senior Pastor with the Sacraments of Holy Communion and Baptism, and participating in the planning of worship. This is a position that requires a willingness to engage in a variety of ministry functions and work collaboratively with the Senior Pastor and staff to provide spiritual leadership for the congregation.

#### Main Work Areas:

##### 1. Worship:

- Deliver the sermon in the Contemporary Worship Service (CWS)
- On Unified Sundays, serve as liturgist or preacher and be available at the Altar to pray with persons who may come to the Altar for prayer.
- Maintain the Planning Center and provide liturgy.

##### 2. Congregational Care:

- Oversee the discovery, enlistment, training and supervision of Care Team of lay volunteers for those ministries considered essential to Congregational Care.

- Oversee SAS (Seniors are special) and be the ministry resource and contact person.
- Visit at least once a month those who are homebound or living in assisted living facilities, nursing homes, rehabilitation facilities or hospice, as well as hospital visitations and assisting those with special needs.
- Keep a log on congregational care with a brief summary, date of visits, progress, etc.
- Inform the Senior Pastor when visits are needed by the Senior Pastor.

### 3. Mission & Outreach

- coordinate the planning and implementation of a comprehensive ministry for involving the congregation in mission
- Work with Lunches of Love and help with administration, marketing, and execution of programs.
- Work with Honduras Mission and Kenya Project to facilitate and expand the programs.
- guide the congregation to spread the gospel message of God's love through witness and service in the community and the world.

### 4. Administration

- Work with the Newsletter team and oversee the publication of monthly newsletter
- Work with the Office Manager in overseeing the bulletin, weekly announcement loop, weekly updates, and any publication.
- Oversee grant applications, Charge Conference Reports, End of the Year Reports, any reports to the district and Annual Conference.

### REQUIREMENTS FOR THE POSITION:

- Personal Qualifications
- Strong, mature godly character
- Demonstrated high level of spiritual maturity
- Faithfulness to God, spouse, and family

- Integrity above reproach, moral soundness, honesty, and uprightness
- Servant leadership with others and to others
- Accountability to God, family, peers, and leadership of the church
- Confidentiality for the body of believers
- Stewardship within the church and personal life
- Professionalism to communicate the Word of God effectively
- Creative and highly organized with the appropriate level of attention to details
- Ability to manage multiple priorities and assignments
- Strong oral and written communications skills
- Proven interpersonal and conflict management skills
- Leadership style which encourages and motivates

Two references are required, must pass a criminal background check and provide credit score.

Please send resume to Angela Gentry [agentry04@comcast.net](mailto:agentry04@comcast.net) or call for questions at 404-539-5067.