



POSITION DESCRIPTION
Hampton Presbyterian Church

TITLE: PASTORAL ASSISTANT (Temporary Supply)

PURPOSE: To provide leadership to Adult Education, Small Group Ministry and pastoral care to the congregation

REPORTS TO: Pastor/Head of Staff

FLSA STATUS: Exempt (Part Time: 15 hours/week)

DUTIES AND RESPONSIBILITIES:

- Visit church members in hospitals and nursing homes and home bound members
- Plan and carry out special educational events and spiritual growth opportunities for adults
- Develop and maintain communication and publicity for Adult Education and Small Groups
- Orchestrate and implement Small Group Ministry for adults
- In cooperation with the Member Care Committee, assimilate New Members into Adult CE and Small Groups
- Assist in worship leadership including preaching as needed
- Available for assignments as directed by the Head of Staff

QUALIFICATIONS

- Master of Divinity degree
- Experience and skill in providing pastoral care
- Experience and passion for Adult Christian Education

DIRECT REPORTS: Small Group moderators; Adult C.E. Leaders

Date Approved: 5/26/10

Date Last Reviewed: 12/5/11

Reply to: David Antoline, Chair of Personnel
c/o HPC
hpcusa@hamptonpresbyterian.org
724.443.3201