



ASSISTANT PASTOR

NextGen Ministry/English Service

Job Description (Full-time)

PURPOSE: The Assistant Pastor provides leadership, vision, and direction that creates a life-giving atmosphere of vibrant and enticing discipleship and evangelism for the *NextGen Ministry* (Young Adults Ministry and Couples Ministry—between the ages of 18 and 40) of the Hmong American Alliance Church (HAAC) of the Christian and Missionary Alliance (C&MA).

SUMMARY OF DUTIES: To oversee all programming and ministry for *NextGen Ministry* including Wednesday nights (mid-week prayer), Sunday School, ***English Service (in charge of HAAC's English Service)***, special events, etc.... as appropriate and approved by the Board of Elders and the Senior Pastor.

REQUIREMENTS: The successful candidate shall:

1. Be a born-again Christian.
2. Be an active member of HAAC.
3. Be ordained through the HD of the C&MA.
4. Have a heart for lost people.
5. Love Christ's church.
6. Have a bachelor's degree or equivalent.
7. Be fluent in English and Hmong.
8. Have exceptional leadership and communication skills.
9. Have a positive attitude and a positive approach to problem-solving. Must be solution oriented.
10. Have the ability to work effectively independently.
11. Have a heart for young adults and couples under 40.
12. Have leadership background and experience serving young adults and couples under 40.
13. Have strong organizational and leadership skills.
14. Have superior interpersonal skills working with a variety of people (all generations).
15. Have the ability to forecast and plan for continued growth.
16. Have the ability to build and lead volunteer teams.
17. Be pleasant, discreet, tactful, and capable of honoring confidential communications.
18. Have at least 2 years' experience serving as a pastor in a church.
19. Be a team player.

RESPONSIBILITIES: To perform this job successfully, an individual must be able to perform the following duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. There may be alternatives to the qualifications as the Board of Elders and Senior Pastor deem appropriate.

1. Assist the Senior Pastor in fulfilling God's ministry.
2. Oversee and organize the *NextGen Ministry* (Single Adult Ministry and Couple Ministry).
3. Oversee and lead the English Service.
4. Choose and prepare a curriculum for young adults and couples under 40.
5. Create environments, activities, and programming for *NextGen Ministry* that will facilitate learning and encourage spiritual growth.
6. Recruit, train, schedule, and lead teams of volunteers.
7. Provide care for the members within the church including hospital visits and follow-up.
8. Maintain a strategy for reaching and assimilating young adults and couples in the church.



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9. Communicate the gospel through various means to young adults and couples under 40.
10. Articulate and implement HAAC's vision.
11. Consistent communication with key leaders.
12. Work closely with Senior Pastor to analyze effectiveness of the ministry and adjust as needed.
13. Oversee and assist the various ministries and outreaches of HAAC as designated by the Senior Pastor and/or the Board of Elders.
14. Assist other ministries as needed.
15. Perform other duties as assigned.
16. Assist the Senior Pastor, the Nurturing Pastor, and the Board of Elders in shepherding the church through intentional love, prayers, and visitation.
17. Assist the Senior Pastor in shouldering and leading the church into a knowing, loving, and obedient relationship with Jesus Christ.

SPECIAL CONDITIONS: The benefits, holidays, vacation, and office hours shall be in accordance with the Employee Policy. This position reports to and is supervised by the Senior Pastor.

PHYSICAL AND/OR ENVIRONMENTAL DEMANDS: The physical and environmental demands described here are representative of those encountered and/or necessary for the employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Ability to work effectively in an environment with frequent interruptions and distractions.
2. Ambulatory skills: ability to transfer weight up to fifty pounds; ability to stand, walk, sit, stoop, kneel; possess hand-eye coordination and arm/hand/finger dexterity.
3. Ability to speak, hear, smell, and exercise visual acuity.
4. Driving/travel requirements for this position may require moderate to frequent driving; therefore, a valid driver's license is required.