



ASSISTANT PASTOR Care/Discipleship Ministry

Job Description

Job Title: Assistant Pastor

Reports To: Senior Pastor

Position Type: Full-Time

Location: Hmong American Alliance Church (HAAC), Maplewood, MN

Starting Date: January 1, 2026

PURPOSE: The Assistant Pastor provides compassionate, Christ-centered care to individuals and families within the congregation. This role is dedicated to shepherding the emotional, spiritual, and relational needs of the church body through personal connection, counseling, visitation, and support ministries. The Assistant Pastor helps create a culture of love, encouragement, and belonging, reflecting the heart of Christ in every interaction.

SUMMARY OF DUTIES: Provide personal pastoral care through hospital visits, home visits, crisis support, and follow-up. Offer emotional and spiritual support to the sick, elderly, bereaved, and hurting. Lead or coordinate ministries (Care Groups and Senior Ministry as needed) to help the growth of the church 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 accredited or ordained through the HD of the C&MA.
3. Have a heart for lost people.
4. Love Christ's church.
5. Have exceptional leadership and communication skills.
6. Have the ability to work effectively independently.
7. Have strong organizational and leadership skills.
8. Have superior interpersonal skills working with a variety of people (all generations).
9. Have the ability to build and lead volunteer teams.
10. Be pleasant, discreet, tactful, and capable of honoring confidential communications.
11. 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. Oversee and assist the various ministries and outreaches of HAAC as designated by the Senior Pastor and/or the Board of Elders.
2. Assist the Senior Pastor in shouldering and leading the church into a knowing, loving, and obedient relationship with Jesus Christ.
3. Assist the Senior Pastor and the Board of Elders in shepherding the church through intentional love, prayer, and visitation.
4. Recruit, train, schedule, and lead teams of volunteers.
5. Maintain confidentiality and sensitivity in all matters.
6. Train and equip lay leaders or volunteers to assist in care ministries.
7. Promote a nurturing environment through church events, small groups, and fellowship.



ASSISTANT PASTOR Care/Discipleship Ministry

Job Description

8. Encourage spiritual growth through mentoring, teaching, and relational discipleship.
9. Support small group ministry and connect individuals to appropriate discipleship pathways.
10. Work alongside ministry leaders to foster a welcoming and supportive church culture.
11. Articulate and implement HAAC's vision.
12. Consistent communication with key leaders.
13. Perform other duties as assigned by the Senior Pastor and/or the Board of Elders.

BENEFITS: Salaried, paid holidays, vacation, and 403B investment in accordance with the Employee Policy.

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.