

Assistant to the Pastor, Saint Andrew Presbyterian Church, Williamsport, MD

Rooted in Love, Grounded in Grace, Growing for God

Position Summary:

Under the mentorship of the Senior Pastor and the direction of the Session, the Assistant to the Pastor will support the spiritual, pastoral and administrative needs of the congregation. Our ideal candidate will demonstrate spiritual maturity with a commitment to biblical principles and possess a strong and growing relationship with Jesus Christ. Guided by a clear sense of being called to ministry, they will lead with a pastoral heart and love for people. The Assistant to the Pastor must be able to follow the Senior Pastor's vision and direction while showing humility and a willingness to accept constructive criticism.

Key Responsibilities:

- Lead and coordinate educational programs including Bible studies and organized gatherings/activities both on and off-site for youth, young adults and young families
- Assist in leading worship services and preaching in the absence of the Senior Pastor; regularly attend Sunday services and worship joyfully with the congregation
- Provide spiritual and emotional care including counseling, visitation, comfort and support to members of the congregation through illness, bereavement and life challenges
- Engage in parishioner and community outreach. Support and lead local missions.
- Collaborate with the Senior Pastor, Director of Christian Education, Music Director, church staff, Session Committees and volunteers as needed to plan and execute events and programs
- Assist in administrative tasks such as coordinating schedules and maintaining records in a timely manner

Education and Experience:

- Bachelor's Degree in theology, ministry or a related field (or actively working towards)
- Familiarity with youth ministry, counseling or church programs
- Knowledge of (or willing to learn) the Presbyterian Form of Government of the Presbyterian Church (USA)
- Ordination, or eligibility of ordination, in the Presbyterian Church (USA) or equivalent
- Must be at least 26 years of age in order to drive youth to activities

Skills and Qualifications:

- Clear and concise listener and communicator. Excellent verbal and written skills
- Ability to build and maintain relationships with congregation members and staff
- Strong organizational and administrative skills; detail-oriented self-starter
- Proficient in technology including Microsoft Office, social media, video editing and live-streaming

Candidates may apply by submitting a cover letter, resume and references to:

Saint Andrew Presbyterian Church
Attn: Search Committee
10813 Donelson Drive
Williamsport, MD 21795

or by email to standrew@myactv.net with the subject line: Attn: Search Committee