

## **JOB DESCRIPTION**

**Job Title:** Assistant Pastor & Worship Pastor

*We are looking for the right person as much as the right skill set. If interested, please contact us to discuss how we might be able to work together.*

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**I. Purpose of the Job:**

The Assistant Pastor/Worship Pastor serves Tucumcari First Assembly by playing an instrumental role alongside the Lead Pastor in the building, growing, maintaining, and pastoral care of the Church.

**II. Experience and Knowledge Required:**

- Experience leading worship in a local church
- Proficiency in voice and piano or guitar.
- Ability to create, coordinate and lead a worship experience with a team.
- Ability to communicate effectively in large and small settings
- Experience in problem solving
- Ability to handle multiple projects effectively
- Excellent verbal and interpersonal skills
- Can effectively build and maintain healthy teams
- Experience in leading teams, services, as well as people

**III. Essential Functions and Responsibilities:**

A. Weekly Responsibilities

a) Administration

- Assist with weekly collection of all needed supplies
- Coordinate regularly with all departments leaders
- Keep running list of needs, upgrades, and goals
- Assist Pastor weekly with Connection Card info (prayer requests, meeting requests, and information requests)

b) Pastoral Care

- Weekly lunch/coffee/on-campus appointments with department leadership (small group leaders, Student ministry team members, potential leaders, etc)
- Assist Pastor with hospital visitation, and other Pastoral needs within the congregation
- Continually building teams and developing people.

c) Facilities

- Assist Pastor in preparing facility throughout the week for upcoming services, small groups, events, etc.
- Assist Pastor in maintaining excellence inside & outside the facility

- Assist in opening/closing of facility for small groups, and other on-campus meetings & activities

#### B. Sunday Responsibilities

- Lead worship or build a team to lead worship at all services
- Host all services when Pastor is out
- Assist with opening, closing, and prepping facility for all services/events
- Available to assist Pastor at every service
- Assist with planning, implementation, and facilitation of all services
- Create a high-touch environment (love, encourage, welcome people)
- Seek out guests and facilitate an exceptional experience for them

#### C. Student Ministries

- Oversee the leaders and volunteers of student ministries at the campus
- Work in conjunction with the Student Ministries team for weekly services, planning meetings and pastoral care

#### D. Growth Track

- Assist in overseeing, coordinating flow & administration of all Growth Track events (room prep, leader prep)
- Help teach Growth Track classes
- Coordinate the purchase of food, supplies needed for all events

#### F. Small Groups

- Lead a small group
- Assist Pastor in every area of Small Groups
- Recruit Small Group leaders

### IV. **Other Duties and Responsibilities:**

- Be prepared to confidently communicate in small, medium, and large group environments
- Assist with planning, staffing, and implementing all special events
- Assist with changing of stage/set design as needed
- Consistent goal setting for all areas of growth

### V. **Attributes:**

- Positive attitude
- Heart of a servant
- Fun/enjoyable
- Loyal
- Integrity

Contact: Lead Pastor, Dereck Owen at Tucumcari First Assembly, Tucumcari, NM  
(575)403-7259