



Position: Assistant Pastor

Location: Grace Bible Fellowship Church, Reading, PA

Status: Full-Time

Job Summary

Grace Bible Fellowship Church is seeking a full-time Assistant Pastor to support the spiritual growth and operational needs of the congregation. The Assistant Pastor will play a key role in teaching, leadership, and administration, helping to foster a vibrant and welcoming church community.

Key Responsibilities

1. Sunday School Teaching

- Prepare and teach Sunday school classes for both adults and youth, offering biblically sound and engaging lessons that encourage spiritual growth.

2. Oversight of Small Group Ministry

- Lead and support the development of small groups within the church, ensuring effective communication and spiritual alignment among group leaders.

3. Youth Group Oversight

- Provide spiritual leadership and oversight to the youth group, including planning and facilitating weekly meetings, events, and trips. The assistant pastor will work alongside an existing youth group leadership staff, offering support and guidance to further develop the youth ministry. Mentor youth and encourage their involvement in the broader church community.

4. Discipleship, Shepherding, and Mentoring

- Engage in intentional discipling, shepherding, and mentoring of members of the congregation, fostering spiritual growth and maturity through personal relationships and biblical counsel.

5. Oversight of Staffing Needs for Various Church Ministries

- Assist in identifying, recruiting, and developing volunteer leaders for various ministries, ensuring that each ministry is adequately staffed and supported.

6. Occasional Preaching Duties

- Preach during worship services as needed, providing biblically grounded and applicable sermons that meet the spiritual needs of the congregation.

7. Administrative Duties

- Support the senior pastor with administrative tasks, including scheduling, coordination of church events, and other duties that contribute to the smooth operation of the church.

Qualifications

- Bachelor's degree in theology, ministry, or related field (Master's preferred)
- Ordained or pursuing ordination within the Bible Fellowship Church denomination (or similar theological alignment)
- Agreement with the Faith and Order of the Bible Fellowship Church denomination
- Strong biblical knowledge and ability to teach across diverse age groups
- Experience in pastoral ministry, small group leadership, or youth ministry
- Excellent communication and interpersonal skills
- Strong administrative and organizational abilities
- A heart for discipleship, shepherding, and mentoring members of the congregation