
Pastoral Assistant

**HERITAGE BIBLE CHURCH, GREER, SOUTH CAROLINA
PROFILE AND JOB DESCRIPTION, UPDATED MAY 2025**

Heritage Bible Church exists to spread the unsearchable riches of Christ broader in the world and deeper in the church. For it is in and through the church that God reveals the glory of his grace to this world.

For a little more detail, we are a baptistic, elder-led congregational church. We preach through books of the Bible, herald the sovereignty of God in salvation and all things, and seek to order our church's life and worship by the Word of God. We are committed to one-unified assembly, meaningful membership, and a global focus that prioritizes the least reached. (For more on our church, see the Church Profile included with this job description)

Through the Pastoral Assistant role, we continue a tradition of developing pastors, planters, and missionaries. We believe the best way to raise up faithful pastors is to embed young, aspiring pastors into our vocational staff and enlist them with significant responsibility under close and encouraging oversight.

What Kind of Man We're Looking For

The Pastoral Assistant (PA) is for a brother seeking to become a vocational pastor, church planter, or missionary. He is looking to grow in pastoral wisdom, skill, and love in a healthy church committed to his growth. This role provides 4 years of growth in pastoral labors, after which he may find a more permanent place on our team or be sent out. The PA will normally be a brother who is a young married or single who has completed or is working on a seminary degree. He should meet the qualifications for eldership and possesses a zeal for the local church, for young people, and for the lost (1 Tim. 3:1–7; Tit. 1:5-9).

What We Need Him to Do

This role is more than an internship or administrative support. Under the oversight of our vocational pastors, this man carries three areas of responsibility:

- *Organizing the student ministry.* The student ministry includes distinct groups and discipleship teams for middle school, high school, and college. He serves as the primary teacher for at least one group with support and periodic teaching for the others.
- *Managing the visitor and membership assimilation process.* This process spans from the first visit to baptism, joining, and resignation. It includes support of our Sunday hospitality ministry (door greeters, ushers, newcomers reception, keeping literature fresh, etc.).
- *Coordinating local outreach events for our church each year.* This typically includes one to two events that involve our entire church.
- *One additional area of management or ministry.* This will be determined months into the role depending on the need and what will further help him grow.

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In addition, the PA will have opportunities to lead, preach, and pray in our public gatherings, care for our members through hospital visitation, and observe nearly all aspects of church life and leadership. He will be present in elders meetings as a guest. The goal is a well rounded minister equipped for a life of faithful pastoring. We have sent out many brothers over the years and stay connected with the men we send. Some of the assignments in addition to a focus on student ministry may be swapped out or modified depending on the man's gifting and/or growth areas.

The salary, benefits, and paid-time off is suitable for most younger single or married men near the start of a career in vocational ministry.

Contact Us

For more information, please email Jason Read at jason@heritagegvl.com.

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