

Position Title: Pastoral Assistant
Reports To: Senior Pastor
Church: First Baptist Church of Monterey
Location: Monterey, California
Position Type: Part-Time (30 hours per week)
Church Website: www.fbcmonterey.org

Job Summary:

First Baptist Church of Monterey is seeking a passionate and dynamic **Pastoral Assistant** to lead and support key ministries that connect people to Christ and His Church. This role will oversee our **music ministry, media and communications, and ministry outreach to college students, military personnel, and young adults in the workforce.** The ideal candidate is spiritually mature, creative, tech-savvy, and has a heart for discipleship and community engagement.

Primary Responsibilities:

1. Music & Worship Leadership

- Plan and lead weekly worship services in collaboration with the Senior Pastor.
- Oversee the worship team, including musicians, vocalists, and audio/visual volunteers.
- Select Christ-centered, theologically sound music that engages the congregation in meaningful worship.

2. Media & Communications

- Manage church media, including video production, social media, and the church website.
- Develop and maintain a consistent, Christ-honoring communication strategy for church events and ministries.
- Create graphics, slides, and promotional materials for services and outreach.
- Train and oversee volunteers in media and tech roles.

3. College, Military, & Career Ministry

- Build and lead ministry programs for college students (CSUMB, Monterey Peninsula College) and military personnel (Defense Language Institute).
 - Develop small groups, Bible studies, fellowship events, and outreach strategies tailored to these unique communities.
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Qualifications:

- Must be a spiritually mature believer who meets the biblical qualifications of a deacon (1 Timothy 3:8–13) and lives a life that reflects Christlike character and servant leadership.
 - Agreement with the beliefs and mission of First Baptist Church of Monterey.
 - A committed follower of Jesus Christ with a growing relationship and a heart for serving others.
 - Experience in worship leading, media production, and ministry leadership.
 - Strong communication, organizational, and interpersonal skills.
 - Musical proficiency (vocals and/or instruments, especially guitar).
 - Tech-savvy and familiar with tools like ProPresenter, church management software, video editing software, and social media platforms.
 - Bachelor's degree required. Seminary education completed, in process, or of interest preferred.
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Compensation & Benefits:

- 30 hours per week | \$20 per hour
 - Housing provided in Monterey, CA
 - Ministry and leadership development opportunities
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How to Apply:

Please send your **resume, cover letter, philosophy of worship, and top three favorite songs/teams/artists** in a single PDF to josh@fbcmonterey.org with the subject “Pastoral Assistant Application.”