

ASSISTANT PASTOR CANDIDATE PACKET

FIRST SCOTS PRESBYTERIAN CHURCH

of Beaufort, SC

PCA



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JOB DESCRIPTION

Purpose: The Assistant Pastor of First Scots Presbyterian Church (FSPC) will, with the guidance and help of the Session and Senior Pastor, serve the church with an emphasis on shepherding the congregation and administrative functions of the church.

The most important characteristic of the Assistant Pastor is his **personal holiness**. His godly example, spiritual wisdom, and devotion to prayer and the Word will set the tone for the spiritual growth of each member and for congregational life. He should be marked as a man with a heart to know, feed, lead, and protect the sheep. If he is married his family also should provide a biblical example for the people. As he determines his priorities, his regular communion with God and meditation upon the Word will receive highest attention. He should demonstrate humility through a readiness to repent and grow in Christlikeness.

Minimum Qualifications: The Assistant Pastor should be a graduate of a theological seminary with at least a Master of Divinity (MDiv) degree*, thoroughly committed to the historic Reformed Faith as set forth in the Westminster Standards, and desirous of serving with a staff and a Session who seek consciously to be wholly Reformed and Presbyterian. He should be PCA ordained, ready to pursue ordination, or ordained in a reformed denomination and transferable to the Presbyterian Church in America (PCA) within six months of employment. He should be mature, with experience in the ministries of the Church. Though age will not be a determining factor, he should be in good health, with the physical and emotional capacity to carry the workload of shepherding the flock.

*or comparable degree track that would allow ordination in the PCA

Session Expectations: Along with his devotion to personal holiness, the Assistant Pastor will report to the Senior Pastor and is expected to spend his time across the following areas:

1. **Shepherding & Pastoral Care** (50%+): He will serve primarily in pastoral care, sharing duties with and under the guidance of the Senior Pastor.
2. **Worship** (25%): He will regularly fill the pulpit, administer the sacraments, assist in planning liturgy, and lead in corporate prayer.
3. **Administration** (25%): He will handle the majority of pastoral administrative tasks, in coordination with the Senior Pastor.

Duties and Responsibilities: The Assistant Pastor shall be responsible for:

A. Shepherding and Pastoral Care: He shall spend approximately half of his time in and among the flock, so as to ensure that all church members are cared for as the Lord Jesus works through His undershepherds.

1. **Shepherding:** He must know, feed, lead and protect the sheep by being deeply engaged in the life of the congregation through regular presence, care, and involvement in all aspects of church life, visiting members and supporting them in key life events, welcoming newcomers and guiding them into membership, etc.
2. **Christian Education:** He will lead and oversee the Christian Education Committee, set a godly example in life and ministry, support church leadership development, and help protect the church from moral and doctrinal dangers through wise, biblical oversight.

B. Worship: FSPC is committed to the ministry of the Word, sacraments, and prayer in the historic reformed tradition. The assistant pastor will be expected to:

1. **Preach the Word:** He will preach up to once a month in morning and/or evening services. The normal approach to preaching at First Scots is expositional in nature, experiential in affections, and engaging in its application to daily life.
2. **Administer the Sacraments:** He will provide support to faithfully administer the sacraments as coordinated with the Senior Pastor.
3. **Pray:** He will be in continual prayer for the members of the congregation, the church, and other people and issues as they develop.

C. Administration: The Assistant Pastor role is to include the following:

4. **General Oversight:** He will assist the Senior Pastor in the general supervision of the total ministry to First Scots Presbyterian Church.
5. **Session Support:** He will oversee administrative tasks and other needs of the church in coordination with the Session.
6. **Churchmanship:** He will participate actively in the work of the Presbytery and of the General Assembly.
7. **Future Planning for Church Planting:** If God makes such an opportunity clear, he may help prepare the congregation, lead preparatory steps, and assist in identifying and cultivating a core group to be sent out to plant a daughter church.





MISSION AND VISION

Mission: The Mission of First Scots Presbyterian Church of Beaufort is to glorify God by cultivating mature disciples of all ages who will reach Beaufort and then the world with the Gospel of salvation in Jesus Christ.

Vision: The vision of First Scots is to establish & maintain a culture in which our congregation is committed to reverent worship, sincere fellowship, robust family discipleship, healthy marriage, personal piety, and humble passion for Christ. We believe that those marks should not be confined to the church setting on Sunday morning, but should be carried out into the mission field of Beaufort so that the lost may see the beauty of the risen Lord Jesus Christ. We hope to equip every member not only to glorify God and enjoy Him forever, but also to stand firm in their faith by intelligently and relevantly communicating it to all who may wonder why they have such hope.

HISTORY OF FIRST SCOTS

RECOUNTING GOD'S GRACE

In 2012, a core group began meeting to discuss planting a conservative Presbyterian church in Beaufort, committed to historic Christianity as taught in Scripture. They formed “First Scots Independent Presbyterian Church of Beaufort,” named from the group’s sincere desire to return to the roots of historic Presbyterianism as it was established and practiced since the Protestant Reformation in Scotland.

In God’s providence, the group partnered with Independent Presbyterian Church of Savannah, where Pastor Terry Johnson played an integral role in leading a provisional session in order to provide temporary leadership and direction for the new congregation. From the beginning, Johnson encouraged the Beaufort group to join a denomination, specifically the Presbyterian Church in America (PCA). In 2013, Alex Mark—a Beaufort native and graduate of Reformed Theological Seminary in Charlotte—was hired to lead the work. He and his family, Stefany, and Joshua moved to Beaufort in June 2013 (Charlie joined the family later in 2013 and Samuel came in 2016).

On February 23, 2014, the congregation voted unanimously to pursue becoming a PCA church plant. Palmetto Presbytery (now Lowcountry Presbytery) received First Scots, and following Pastor Mark’s ordination on August 24, 2014, the church became “First Scots Presbyterian Church of Beaufort.” In 2017, the first elders were ordained after two years of officer training and elections, followed by the first deacons in 2018.

After meeting at Holy Trinity School from 2013–2020, the church completed its own facility on Lady’s Island in March 2020 and it has been a wonderful church home ever since. Today, First Scots has 194 communicant members and 42 non communicant members and continues to grow in love for Scripture, confessional theology, and historic Reformed worship.

We are grateful to God for His loving provision for First Scots, and we long to reach Beaufort and the world with the good news of His grace!

CORE COMMITMENTS

GROUNDING IN TRUTH

We aim above all to be a biblical church, trusting that the 66 books of the Old and New Testaments provide all we need for life and godliness. By the Spirit's work, Scripture is inspired, inerrant, and sufficient—our foundation for nourishing believers, reaching the lost, and shaping all we do in life and ministry.

GROWING IN GRACE

The grace of God as conveyed in the Gospel of Jesus Christ is the beginning, middle, and end of the Christian life. Ministry at First Scots focuses on the ordinary means of grace (namely the Word, sacraments, and prayer) as God's appointed method for growing His people in the grace and knowledge of Jesus Christ (2 Pet 3:18).

GOING WITH THE LOVE OF JESUS

We believe that God's purpose is not merely to build up the church, but to send us out to glorify Him throughout Beaufort and into the wider world. We do this through discipleship and evangelism ministries that proclaim the gospel and equip the flock.

**WE ARE A CONGREGATION OF THE PRESBYTERIAN
CHURCH IN AMERICA.
FIRST SCOTS PRESBYTERIAN CHURCH SUBSCRIBES
TO THE
WESTMINSTER CONFESSION OF FAITH
AND ITS LARGER AND SHORTER
CATECHISMS, AND ADHERES TO THE PRESBYTERIAN
FORM OF GOVERNMENT.**



MINISTRY IN PRACTICE

THE CORNERSTONE OF FIRST SCOTS' MINISTRY IN PRACTICE
CONSISTS OF THE FOLLOWING ELEMENTS:

- Joyful, reverent, Word-centered corporate worship Sunday morning and evening
- Christ-exalting preaching and teaching of the whole counsel of God that fuels a desire to know God and make Him known
- Wednesday night prayer meetings
- A robust and growing Christian Education program that seeks to cultivate joyful disciples of all ages
- Rich fellowship that is a foretaste of heaven
- Prayerful and intentional support of local and global missions
- Gospel nurture and admonition through elder-led shepherding
- Deacon-led mercy ministries to members and neighbors
- Gospel discipleship of our covenant children and their parents

WEEKLY SCHEDULE

- Worship services: Sundays at 10:40 am and 5:00 pm
- Sunday School: weekly for all ages on Sunday at 9:30 am
- Midweek prayer meeting: Wednesdays at 6:00 pm for a devotion and corporate prayer.
- Bible studies: various bible studies for men and women meet each week
- Youth Group: every 2nd and 4th Sunday evening after worship
- Monthly fellowship meals

ORDER OF WORSHIP

MORNING SERVICE

Welcome and Announcements

Call to Worship

The Lord's Prayer

Opening Hymn

Call to Confession

Assurance of Pardon

Affirmation of Faith

Prayer of Intercession

Presentation of Tithes and Offerings

Old Testament Reading

Psalms of Preparation

Sermon

Hymn of Thanksgiving

Benediction

Congregational Response

EVENING SERVICE

Hymn Sing

Call to Worship

Opening Hymn

Scripture Reading

Prayer

Scripture Reading and Sermon

Hymn of Response

Benediction

The Lord's Supper is administered the 1st (morning) and 3rd (evening) weeks of the month.

APPLICATION PROCESS

If you are interested in applying for the Assistant Pastor position, please submit the following materials via email to the Search Committee at pastorsearch@firstscotsbeaufort.org:

- Ministerial Data Form (MDF)
- Current Curriculum Vitae
- Links to three sermons (videos preferred if available but not required)
- Email address and phone number for three professional references that may be contacted at a further point in the process

If, after prayerful consideration, you feel the Lord's leading, we ask you to submit the requested materials by **July 31, 2025**. We would be grateful for the opportunity to get to know you and to discern whether He is leading us to serve together.

View our website: <https://www.firstscotsbeaufort.org/>

