

Job Description

Position Title

Bostwick Lake Congregational United Church of Christ Associate Pastor

Position Summary

- As part of the ministerial staff of the Bostwick Lake Congregational United Church of Christ, the Associate Pastor works directly with the Senior Pastor to provide worship and ministerial services for the congregation and community.
- The Associate Pastor engages in study and goal-setting with the Senior Pastor and Church Council to enhance the church's mission, growth, and future stability. Along with the congregation and volunteer leadership, the Associate Pastor develops a concrete work plan to achieve these goals and involves the congregation in carrying out the plan.
- The Associate Pastor works with select teams in the church, leads various study groups, occasionally leads worship services, makes calls on shut-ins and the sick, and performs other pastoral duties as assigned by the Senior Pastor.
- This year of preparation and learning with the Senior Pastor's support is fully intended to prepare the Associate Pastor for progressing to the pastoral role at the end of the year, provided the candidate demonstrates excellent performance. Regular feedback and evaluation will be built into the Associate Pastor's schedule.

Responsibilities and Duties

- This position is a 20-hour-per-week position, for one year. The intention is by working alongside the Senior Pastor, the Associate Pastor will reap significant benefits in mentorship and personal growth and gain support in preparing for the transition to the Pastoral role in one year. An additional goal of the church is to have an Associate Pastor focus on church growth and expansion while getting acquainted with the community at the beginning of the time in the new role.
- The Associate Pastor provides leadership and oversight for the growth and management of local church outreach programs, volunteers, and participants. Working with the Council, various teams, and the Senior Pastor, this position works with a plan of work to ensure alignment of goals and programs.
- As a member of the teams you work with, recruit, select, and train volunteers who will engage in community projects. A Volunteer Selection Process is utilized when working with youth. You and volunteers are responsible for identifying opportunities for program development, promotion, and evaluation, while you promote the visibility of the Bostwick Lake

Congregational United Church of Christ. You are responsible for developing new partnerships that will result in programs delivered collaboratively within the community.

- You are responsible for initiating efforts to expand the church attendance to the unreached in the local area. Through your work, you can create, promote, and represent the Bostwick Lake Congregational United Church of Christ in activities, meetings, events, etc. in a manner that reflects collegial connection with the community.
- A particular focus should be on reaching families with youth in the area. Opportunities for learning about our congregation and community could include (but are not limited to) use of technology, mass media, community programs, workshops, and individual contacts.
- Space is available to work from at the Bostwick Lake Congregational United Church of Christ.
- This position is funded for one year from the date-of-hire with an extension contingent upon performance. Excellent performance would move the candidate into the Pastoral role.

Minimum Requirements

- Masters of Divinity, plus experience in program development and management.
- Or ordained by a mainstream denomination and a combination of education and specific, relevant work experience may be considered instead of a Masters degree.
- Demonstrated success in program development and delivery to diverse audiences/communities.
- Ability to demonstrate sensitivity, knowledge, and use of appropriate approaches, skills, and techniques, which reflect an understanding and awareness of the social, cultural, and economic diversity of the target population served.
- Experience and proven ability in working productively with a team serving in both leadership and contributor roles.
- Strong interpersonal, oral, and written communication skills.
- Proficiency in the use of technology (e.g., Zoom, Qualtrics, Microsoft Teams, Word, Excel, PowerPoint, Outlook for mail/calendaring, distance technology, etc.) for day-to-day work, record keeping, reporting, and team-based communications.
- Travel in local and surrounding communities and occasional long-distance travel is required as a regular part of this position.
- Ability to lift and carry educational materials, equipment, etc. up to 25 lbs.
- Transportation is the responsibility of the employee.
- Other skills and/or physical abilities required to perform duties of the position.

Desired Qualifications

- Prior experience in church work or an internship is desirable.
- Demonstrated drive and initiative, with proven ability to manage multiple responsibilities and tasks simultaneously.

- Demonstrated ability to develop and maintain partnerships across diverse audiences and/or communities.
- Prior experience performing work in support of external contract and/or grant requirements is desirable.
- Demonstrated desire to grow in a journey of faith and participate in this community of faith. Model and develop servant leadership in the role of Associate Pastor.

Required Application Materials

- Current resume/CV.
- Cover letter of introduction.
- Four (4) professional references including at least two (2) prior or current supervisors.

Work Hours

Generally 20 hours.

Compensation

Salary: Negotiable. Commiserate with qualifications and experience.

Benefits Package: Negotiable depending on the needs of the candidate (could include housing, insurance, expenses).

Description of End Date

This position is funded for one year from the date of hire with a possible extension contingent upon excellent performance to merit promotion to the Pastoral level.

Submit application materials to:

In Care of Search Committee

Bostwick Lake Congregational United Church of Christ
7979 Belding Road
Rockford, MI 49341