## Job Description

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Associate Pastor</th>
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<tbody>
<tr>
<td>Hiring Manager</td>
<td>Senior Pastor, Rev. Patrick Collins</td>
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<td>Job Holder</td>
<td>Senior Pastor, Rev. Patrick Collins</td>
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<tr>
<td>Reporting Manager</td>
<td>Senior Pastor, Rev. Patrick Collins</td>
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<tr>
<td>Status</td>
<td>FT</td>
</tr>
<tr>
<td>Hrs Per Week</td>
<td>40-50</td>
</tr>
<tr>
<td>Location</td>
<td>FCCOG</td>
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<tr>
<td>Date Revised</td>
<td>Jan 11, 2020</td>
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### Job Summary:
Called by the congregation, this full-time position is responsible for sharing the leadership of worship, faith formation and pastoral care of the congregation with the Senior Pastor. The Associate Pastor directly manages all aspects of pastoral care within the church. The Associate Pastor supervises the Church School Director and Parish Nurse, and actively provides pastoral guidance and faith enrichment activities to support a variety of ministries within the congregation. The pastor works closely with the Senior Pastor in areas of leadership and innovation to rethink and envision what it means to be a church in the 21st century.

### Major Duties:

A. **Worship, Preaching/Liturgy:** Lead worship and deliver thoughtful sermons for various services as part of the pastoral staff preaching schedule as outlined by the Senior Pastor (typically 1-2 times per month).

B. **Pastoral Care:** Provide leadership and oversight of the pastoral care ministries of the church.

C. **Faith Formation:** Work with the Senior Pastor and Staff to develop and implement faith formation initiatives within the church.

D. **Special Events:** Work with the Senior Pastor and Deaconate to develop worship services and special events which engage the community in new and exciting ways.

E. **Community Ministry:** Minister to and provide pastoral care for the community.

### Job Responsibilities and Tasks:

1. **Worship:** at the direction of the Senior Pastor, assist in planning the weekly service along with the Minister of Music, select relevant readings, etc.

2. **Pastoral Care:** Maintain pastoral care module in church database and coordinate pastoral care duties such as hospital visits, etc.

3. **Faith Formation:** Actively participate in Christian Education for the Church community, enabling spiritual growth within the congregation by sustaining and developing a variety of ministry programs within the church.

4. **Community Ministry:** be accessible and welcoming for personal meetings, baptisms, funerals and weddings.

5. **Administration:** Provide ongoing and ad hoc actions to sustain programs, in concert with other staff and lay volunteers.

6. **Staff Church Committees:** Attend monthly Church Council meetings and various other
committee meetings (specifically Caring Ministries, Faith Formation and Deaconate),
providing input and guidance and empowering/encouraging lay leaders.

7. **Supervision:** Provide oversight, guidance and supervision to the Church School Director
and the Parish Nurse.

8. **Church communications:** providing input for various media, including Meetinghouse
Monthly, weekly email updates and social media.

9. **Finance:** Prepare and manage annual budgets, e.g., Church School.

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**Educational Requirements:**

1. A graduate of a fully accredited seminary.
2. An ordained minister holding ministerial standing or privilege of call in the United Church
of Christ (or with the ability to hold such ministerial standing or privilege of call prior to
starting employment).

**Experience Requirements:**

1. An ordained minister with energy, passion, and enthusiasm – backed by a strong faith
2. A proven track record of experience in, education, congregational care, parish life, and
worship leadership
3. Demonstrated strong leadership capabilities (effectively assist in setting direction, aligning
people around that direction and then motivating and inspiring them to achieve it)
4. Proven management skills for leading direct reports
5. Strong program and event planning skills

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**Skills, Knowledge & Attributes**

**Skills & Knowledge:**

1. Strong biblical knowledge: able to refer to the Bible in contemporary, relevant, thoughtful,
and provocative ways.
2. Demonstrated skills in, and passion for, leading worship, preaching and teaching.
3. Ability to research, compose and deliver exceptional sermons.
4. Active Listening skills.
5. Effective at providing pastoral care, assistance, and counseling to members of the
congregation.
6. Competent in teaching and educational ministry
7. Relationship Management – Able to communicate effectively with all constituencies inside
and outside the church.
8. Team Player - Able to work effectively and harmoniously with all constituencies: entire
staff, members and friends of the congregation of all ages, Church tradesmen, the public.
9. Collaboration Skills- Effective with Church committees and officers, able to deal effectively
with conflict.
10. Influencing Skills - fostering membership growth and increasing the participation of current
members in church activities and stewardship.
11. Managerial Skills - Able to manage and motivate people through setting direction,
conducting goal setting and annual performance reviews, delegating effectively,
encouraging ideas and collaborative teamwork, and providing ongoing feedback.
12. Creative Problem Solving - Able to look creatively at problems and opportunities with a fresh perspective and suggest paths to success for the Church.
13. Interpersonal Communication Skills - clarifying concerns, managing differences, giving balanced feedback, dealing effectively with conflict
14. Time Management skills: sets the project schedule, meets all project/program deadlines.
15. Organizational Skills – demonstrated ability to set priorities, focus on the most important, multi-task when needed.
16. Volunteer Management - Demonstrated ability to recruit, train, inspire and lead a large, diverse group of volunteers including adults, and high school youth for the range of Church and Preschool programs.
17. Event Planning Skills
18. Public Speaking Skills
19. Budget management Skills
20. Computer savvy - Proficient with job-specific programs from Microsoft Suite (Word, Excel, Outlook, etc.)

Attributes:
1. A person of faith, able to encourage congregants to develop their spiritual life, and to relate their faith to their daily lives.
2. A warm and welcoming personality, comfortable with a diverse congregation (age, economic means, family stability).
3. A mature, emotionally secure person; able to be compassionate and discrete with others, especially the bereaved and emotionally vulnerable.
4. Flexible: responds effectively to surprises, remains calm and rational under stress.
5. Self-starter able to work independently.