Co-Minister Position Description
Talmadge Hill Community Church (THCC)

The mission of Talmadge Hill Community Church is to know the love of God and share it. THCC wishes to call a part-time Co-Minister who will be a peer and partner for our current Co-Minister (also part-time).

THCC seeks a Co-Minister who will nurture, inspire and guide the spiritual development, worship life, mission outreach and mutual caring among the members and friends of the THCC community. This person will authentically embrace and embody the transforming spirit of our mission and help awaken it in others.

The person we call will be:

- An ordained, authorized minister with full standing in a mainline Christian denomination.
- A spiritually and emotionally mature individual who is experienced in the role of minister in a congregational setting.
- Located within the geographic reach of THCC, or willing to relocate.

Roles and Responsibilities

This part-time role (25-30 hours/week) encompasses the duties specified below. The person will coordinate with THCC’s current Co-Minister to confirm individual responsibilities to ensure both broad coverage and close collaboration as appropriate.

In partnership with the Co-Minister:

Leadership

- Communicate the mission, identity, and vision of THCC and develop strategies for the church to live into that vision in accordance with its values.
- Provide proactive vision and leadership in interpreting and sharing the good news of the gospels.
- Challenge and lead the Church’s interaction with our world, so we may be responsive to the needs of our community, our country and beyond.
- Work to further the development of a flourishing and sustainable Women’s Ministry within the church community.
- Invite and welcome church visitors and new members, maintaining outreach to the broader community and mission partners.

Spiritual Formation and Education

- Oversee and support the church’s Sunday school and youth education programs in partnership with the Sunday School teacher.
- In partnership with the Co-Minister, provide vision, proactive leadership and programming for faith formation and spiritual development for congregants of all ages in small group settings. Nurture and support existing small groups. Where needed, cultivate new groups and recruit and train small group leaders.
• Cultivate adult spiritual formation by identifying members’ spiritual gifts and developing these through new and existing adult programs [e.g. weekly Bible study group; book study/issue-based groups; church-sponsored retreats].

**Worship Life**

• Lead worship in a regular rotation with the Co-Minister, coordinating and actively collaborating with him and the Director of Music to maintain the rich and holistic worship experience that is a hallmark of THCC.

• Provide inspiring preaching, prayers and liturgical contributions.

• Identify and implement ways to actively engage church members in the worship service.

• Officiate at weddings, baptisms and funerals.

**Pastoral Care**

• Be alert to, available for, and provide in a timely manner, pastoral care and counseling, coordinating with the Co-Minister to ensure accessible and responsive coverage.

• Understand pastoral care as a proactive commitment to our congregation. Reach out to our community on a scheduled basis.

• Aligned with spiritual formation, cultivate processes and skills for the congregation to provide pastoral care to one another.

**Communications and Administration**

• Effectively utilize and develop the church’s communication platforms to engage and connect with the community, clearly communicating the mission, vision and identity of the church.

• Develop and maintain denominational, ecumenical and interfaith connections appropriate to the church’s place in the community.

• In conjunction with other staff and volunteers, keep the church website, calendar and social media platforms up to date so that church activities are visible to members and the wider community.

• With the support of the Unified Board and staff, strengthen organizational processes and systems that support connectivity and accountability in the church. Skillfully navigate the management of change by anticipating challenges and engaging staff, board and church members.

**Church Governance**

• In conjunction with the Co-Minister and Chair of the church’s Unified Board, foster transparency, accountability and engagement in church governance.

• Provide support to one or more Board committees/sub-groups which may include: Missions, Education, Membership, Congregational Life, Finance or Stewardship.

• Attend Board meetings according to its annual schedule.

**Other**

• Continue professional development as an ordained minister, as defined in the denomination in which ordained.