



Job Title: Associate Pastor	Revision Date: 2019-09-03
Reports to: Senior Pastor	Status: Full Time

Position Overview

The Associate Pastor is an integral member of the staff team. S/he operates with considerable independence within the areas of responsibility described below. S/he provides regular contact with church members in and out of the church and gives spiritual leadership and oversight to all related programs of the church, working in concert with the Senior Pastor and STRC staff. This position will have a strong focus on Christian Education.

Skills Needed:

- A personal and growing relationship with God, a teachable spirit, and ability to balance work and personal life.
- A Master of Divinity, experience in Christian Education, basic administrative skills, and a personal spiritual life congruent with biblical mandates for leaders (1 Timothy 3:1-7).
- Capable of creating and executing a long-term vision for STRC youth and adult ministry.
- Has a passion for evangelism and outreach, both personally and at the ministry level.
- An engaging teacher, with a strong biblical and theological background, who is in agreement with the theology of the Reformed Church in America and the STRC.
- A self-motivated leader, capable of casting and imparting vision for ministry, possessing relational skills with congregation and staff.
- Excellent written and verbal communication skills, conflict management skills.
- Strong computer skills and ability to manage social media program.
- A proven ability to work effectively with the congregation, diverse individuals, and teams of volunteers.
- An open, grace-centered, servant's heart.

Responsibilities:

- Responsible for Christian Education ministry. Ministries shall be age-defined and involve various purposes within each age-group, i.e. outreach, confirmation, worship, fellowship, discipleship and mission and ministry.
- Lead and organize effective youth programs implementing fellowship, worship, biblical teaching, discipleship, and evangelism, as well as ministry and yearly mission opportunities.
- Recruit, train and shepherd volunteer staff with diverse gifts and personalities.
- Provide counseling and spiritual direction to congregants on an individual basis.
- Maintain open communication with students and their parents, keeping them informed of ongoing activities. Keep parents updated on ministry strategies and plans in a way that encourages partnership and involvement.
- Support parents in effectively fulfilling their Christian parenting roles, in concert with other pastoral staff.

NOTE: This job description is not intended to be all-inclusive. Associate Pastor may perform other related duties as negotiated to meet the ongoing needs of the church.

- Assist in the development and oversight of the Christian Education ministry budget and adhere to budget guidelines.
- Seek to integrate Christian Education into all phases of church life to create a culture that is intentionally intergenerational, striving to unite with and complement other church ministries.
- Participate as needed or requested in the evaluation and development of the overall church ministry including worship planning and leadership in partnership with the pastor, Minister of Music and Arts, Worship team and Consistory.
- Other duties as required.

Goals & Expectations:

- Grow STRC Christian Education ministry in meaningful ways.
- Regularly attend worship services, events and special meetings.
- Present quarterly ministry updates and goals for the coming year to the Consistory.
- Participate in a yearly job performance review.
- Present a yearly Christian Education budget proposal.
- Stay current with Christian Education ministry practices by reading, attending youth leadership conferences, etc.
- Run Sunday Worship (including children’s message) and teach on occasion, especially in the absence of the Senior Pastor.
- Have a real relationship with Jesus Christ and be actively seeking a deeper relationship with Him. This belief should be lived out in such a way that it is obvious and real to those in the leadership of STRC, the church family, and the community.
- Be a team player of the STRC.
- Recognize that working with a team is essential to successful ministry. It is expected that s/he work closely with other staff members and develop a support team of volunteers made up of team players.
- Be disciplined and diligent with his/her time, keeping a balance between home and work. From time to time there are exceptions, however one’s family should not be sacrificed for the sake of the ministry.
- Spend time throughout the year developing his/her skills in ministry, developing his/her character, and sharpening his/her knowledge and understanding in ministering to people while fulfilling his/her role as Associate Pastor.

Statement of Understanding

I certify that I have received, read, and understand this job description, a copy of which has been provided to me. I also understand that this job description may be unilaterally modified by the Consistory at any time. Any updated job descriptions will supersede any and all prior job descriptions for this position.

Associate Pastor’s Signature

Date of Signature

Senior Pastor’s Signature

Date of Signature

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