

Associate Pastor, Congregational Care

Job Title: Associate Pastor

Immediate Supervisor: Pastor

Mission for the Position:

To provide for caring attention when members of our 'family' are hospitalized and/or in other extreme situations so that all can count on compassion and acknowledgement in time of need.

- To develop a team of volunteers as well as personally provide direct ministry to our homebound congregation so that our homebound persons continue to experience connection to their church and are assured of our love and caring.
- To develop group-based congregational care so that members expect and know how to tend to one another and provide the pastors with timely information.
- To provide prayer requests to our prayer ministry teams on a timely basis so that each person is surrounded in God's love, peace and grace and whenever possible, made aware that they have been prayed for.
- To perform all duties of an approved Local Pastor including assisting in worship, preaching, teaching, baptisms, weddings and funerals.

General Description Of The Position:

- A part time professional member of the Pastoral/Program/Administrative Staff serving under appointment
- Annual staff review is conducted the Staff Parish Relations Committee.
- Directly responsible to the Senior Pastor.
- Financial compensation is salaried and based on a typical workweek of 30 hours (Sunday mornings plus weekday), which includes attendance at staff meeting.
- Vacation time is flexible and coordinated with the Senior Pastor.

Basic Qualifications For Position:

- A personal maturity and Christian commitment to ministry that offer trustworthy, caring relationships, the sharing of one's God-given gifts, talents and abilities, and integrity of word and action.
- Leadership qualities in administration, including the ability to direct and work harmoniously and creatively with all levels of church staff and lay volunteers.
- Ability to learn our office procedures and equipment.

Responsibilities would include but not be limited to the following as we all nevertheless recognize that all staff are to be available to help where needed for the cause of Christ and the advancement of His Church. A servant attitude is part of all staff performance plans:

1. Regularly visit those members and continuing visitors who are hospitalized.
2. Support them with prayer blanket as needed or requested.
3. Update the “whiteboard” daily with care concerns of new members and continuing visitors.
4. Process the worship attendance slip Prayer Requests and add to Prayer Request list on Mondays
5. Create and send Prayer Requests (by email) to Prayer Groups – Monday –Friday.
6. Receive and respond to phone and email messages regarding congregation members needs on a daily basis.
 - a. Call “Care Concern” persons, for updates on Mondays.
 - b. Call those with upcoming surgery, or with needs – during the week.
7. Update Congregational Care Exel.doc and provide to Senior Pastor (of Associate)
 - a. New info from previous week (Mondays/Tuesdays)
 - b. Eliminate those on for one month
 - c. Distribute to appropriate staff on Tuesdays.
 - d. Update and meet newsletter deadline (3 p.m. – Tuesdays)
 - e. Make necessary copies of Congregational Care doc for Staff Meeting - Wednesdays
8. Attend Staff Meeting regularly and report updates on Congregational Care list.
9. Create newsletter articles and other promotional pieces on a periodic basis regarding Homebound Visiting Ministry and Prayer Blanket Ministry.
10. Develop an sustain a program of regular visitation and phone calls to our Homebound congregation.
11. Coordinate with volunteers for First Sunday Food Pantries Collection.
12. Develop both newsletter articles and other promotional materials for: Last Sunday reminder for First Sunday Food Pantries Collection.
13. Coordinate with Hospital Visitor Volunteer, Prayer Post Card Ministry Volunteer, and Homebound Visiting Ministry volunteer re: visits, cards, calls, rides.
14. Recruit and orient/train persons for Hospital Visiting Team, and Homebound Visiting Ministry Team.
15. Attend Prayer Campaign meetings and work with the leadership to develop both an agenda and a team and theme direction.
16. Help develop and then oversee Budget for Congregational Care.
17. As Appointed Local Pastor:
 - a. Assist in Sunday worship (as needed)
 - b. Lead worship, Message, Communion – Wednesday Noon Communion Worship, 1/month
 - c. Assist in Thursday Evening Worship – as needed
 - d. Officiate or assist in Funerals – as needed
 - e. Attend Church Council Meetings
 - f. And beyond the local church:
 - Attend District Professionals / monthly
 - Attend Bishop’s Convocation / annually – March
 - Attend UMC Annual Conference – June
 - Attend Course of Study School, Perkins School of Theology – two weeks in July