

**The Presbyterian Church at Pluckemin
Associate Pastor
As passed by Session, March 15 2011**

Position: Associate Pastor

Status: Exempt, Full-time

Supervisor: Senior Pastor as Head of Staff

Preamble: The purpose of all staff positions is to help people build life-transforming relationships with Jesus Christ. All staff are employed to help people know, love, and serve Jesus Christ as their Lord and Savior in their daily living.

General Position Description: The Associate Pastor provides leadership and program development in several vital areas of ministry with an emphasis on Education and Missions, giving particular attention to Adult Education. The Associate Pastor will coordinate with the Director of Youth Ministries and the Director of Children's Ministries in creating a comprehensive educational ministry for our congregation that is biblically and theologically based. The Associate Pastor will coordinate with the Director of Youth Ministries and the Director of Children's Ministries in planning all educational ministries, giving particular attention to opportunities for family focused and congregation-wide fellowship and educational opportunities. In the event one of the Director positions becomes vacant, the Associate Pastor will work with the Children's Committee and/or the Youth Committee to provide program leadership and support.

Minimum qualities needed in candidate:

- Vibrant personal faith in Jesus Christ as Lord and Savior
- Demonstrated ability to develop, coordinate, recruit, train, and support teams of volunteer ministry leaders
- Computer proficiency to design, communicate, and market programs
- Eligible to serve as a Minister of Word and Sacrament in the Presbyterian Church (USA)
- Eligible for Installation by the Presbytery of Elizabeth

Conditions of Employment:

- To support the Pastor/Head of Staff in the provision of balanced leadership in the church and in the team ministry of the Program and support staffs.
- Operate and work within Pluckemin Presbyterian Church policies and procedures.
- Comply with the Pluckemin Presbyterian Church Employee Manual.

Working Relationships:

- Senior Pastor, Church Staff, Session, Presbytery, and other ministry leaders.

Responsibilities

I. Youth Ministries

Work with the Director of Youth Ministries and the Youth Committee in the development and training of a team of teachers, leaders, and advisors for Pluckemin middle and high school youth programs.

- Work with the Director of Youth Ministries and the Youth Committee in setting goals and choosing curriculum for middle and high school youth, giving priority to opportunities for Bible study and spiritual growth.
- Work with the Director of Youth Ministries in designing a Christian Fellowship program for middle school and high school youth that includes music, retreats, fun, fellowship and faith-sharing.
- Develop and lead a Confirmation Class for those youth desiring to be confirmed.

II. Adult Ministries

- Work with the Adult Ministries Commission in setting goals and choosing curriculum for adult education, giving priority to opportunities for Bible study and spiritual growth.
- Recruit and train Adult Ministry volunteers, especially teacher and small group leaders.
- Develop, coordinate and support programming for Adult Ministries.
- Design and develop Small Group ministries.
- Develop a strategy to reach young adults in our community.

III. Missions

Work with the Missions Committee in providing outreach, service, and mission opportunities for the congregation.

Coordinate with the Director of Children's ministries to develop age-appropriate opportunities for outreach and service for our children.

Coordinate with the Director of Youth Ministries to develop age-appropriate opportunities for outreach, service, and mission for our youth.

Give particular attention to organizing mission trips for youth and adults.

IV. Other Responsibilities

- Attend and actively participate in staff meetings.
- Attend regular and special session meetings.
- Communicate programs and objectives to current and prospective members.
- Serve as a resource for the Library Committee
- Provide leadership in officer training as requested by the Pastor.

V. Pastoral Ministries

- Assist with Pastoral Duties as requested by the Senior Pastor, such as Worship Services, Weddings, and Funerals.
- Preach approximately 12 times annually.
- Coordinate with the Senior Pastor for visitation and Pastoral counseling.