

Associate Pastor Responsibilities

The Associate Pastor serves as staff representative to the Board of Deacons and to the following teams: Christian Education, Invitation, Marcom (Marketing and Communications), Stewardship, Finance.

Christian Education

1. Primary staff support to Christian Ed Team (including Adult Ed Planning Team)
2. Supervisor to the Director of Youth and Children's Ministries
3. Lead, support, & facilitate Christian Ed and Spiritual Formation, especially for adults
4. Annually, teach 2 to 3 adult ed class series.
5. Encourage & help with new education opportunities beyond Sunday mornings (especially for young adults)
6. During Advent and Lent: help facilitate special events, daily devotionals, and other possibilities, such as podcasts

Invitation

1. Primary staff support for the Invitation Team.
2. Develop and encourage the congregation's understanding of & practice of evangelism.
3. Encourage potential new members.

MarCom (Marketing & Communications)

1. Primary staff support for the MarCom Team.
2. Contribute publicity and articles, as needed, to be used for weekly church e-newsletter, the website, and social media, and do some podcasts.
3. Investigate and facilitate ways in which the congregation can become more visible in the community.

Stewardship

1. Primary staff support for the Stewardship Team.
2. Encourage/interpret the stewardship of the congregation throughout the year.
3. For the annual campaign, work with the Stewardship Team on themes, letters, and other communications, and include a sermon that relates to stewardship.

Finance Team

1. Primary staff support for Finance Team. (You do not need to be a financial expert to do this.)
2. Along with the Pastor/Head-of-Staff (HOS), support the finance team as they plan for, encourage, and support the wise and faithful use of financial resources for the ministry of the Church.

Board of Deacons

1. Primary staff support for Deacons and their Teams: (Fellowship, Prayer & Presence, Compassion & Assistance)
2. Meet with and help people with emergency assistance needs.
3. Lead development of possible new fellowship groups, especially young and middle-aged adults and parents. Promote inclusion of new members and those who are single or widowed.

Worship

1. Preach an average of once a month, assist in worship leadership on a regular basis.
2. On those Sundays when scheduled to preach, coordinate/lead children's times in worship (also, occasional other times if asked).

3. Along with the HOS, meet with the Stream Team on Sunday mornings to coordinate the worship service for the livestream.
4. When needed, either to assist the HOS or when asked independently, provide for baptisms, weddings, and funerals.

Pastoral Care

1. Share with the Head of Staff visitation of members who are homebound, in nursing homes, or inactive.
2. Assist the HOS with pastoral care and counseling as requested.

Working Together

The Associate Pastor and HOS work together on such things as new member classes, officer training, Session retreats, congregational retreats, and leading special worship services.