

**Job Description, Associate Pastor  
Rumple Memorial Presbyterian Church**

**Purpose:** To develop and execute a comprehensive ministry for individual spiritual growth and faith development, and avenues for congregational connections across generations. To ignite in children, youth, and adults a desire for a genuine and growing relationship with Christ by bringing vision, creativity, and innovation to church life, educational ministry, congregational care, fellowship, worship, and mission.

**Accountability:** The Associate Pastor is directed by and accountable to the Pastor/ Head of Staff.

**Essential Functions:**

- Work alongside staff, elders, and church volunteers to supervise, coordinate, and share in teaching faith formation for all ages including: Sunday School classes, nursery programming, worship education, Wednesday afternoon programming for K-8, milestone recognitions, seasonal events, parenting classes, intergenerational events, and confirmation for youth.
- Communicate all programs, classes, and activities through appropriate communication tools available in and beyond the church (emails, texts, website, newsletters, yard signs, etc.)
- Supervise the Youth Intern and Nursery Supervisor.
- Oversee all youth (6<sup>th</sup>-12<sup>th</sup> grade) programming and special events in coordination with Youth Intern and Youth Committee.
- Coordinate and train all volunteers who work with children and youth and ensure for Child Protection Policy training and background checks of all volunteers.
- Share in regular worship leadership and preaching (at least 6 times per year,) and training and education of weekly lay liturgists, administer the sacraments, officiate for funerals and weddings.
- Provide pastoral care for members and friends of Rumple in conjunction with the pastor and Congregational Care Committee and equip lay people to provide care for fellow church and community members.
- Attend staff meetings, Christian Education, Congregational Care, and Youth Committee meetings, and other sub-committees of the same, and attend monthly Session meetings.

**Core Competencies:**

1. **Christian Commitment:** Evidences a commitment to Jesus Christ as Lord and Savior and faithful witness in word and deed; nurtures a rich spiritual life in self and others; is able to articulate a clear and consistent theology.

2. **Spiritual and Emotional Maturity:** Shows strong personal depth and spiritual grounding; Is emotionally mature; can maintain a non-anxious presence in the midst of turmoil; not overly dependent on outside affirmation; Has a healthy appreciation of self without being egotistical.
3. **Congregational Leadership:** Knowledgeable about how congregational communication, decision making, and leadership works; knows how to get things done.
4. **Priority Setting and Time Management:** Spends time and directs the time of others to what is important; identifies critical issues and ignores and minimizes distractions; demonstrates focus.
5. **People/Volunteer Management:** Provides direction, gains commitment, facilitates change and achieves results through efficient, creative and responsible deployment of volunteers; engages people in their areas of giftedness and passion.

#### **For Position**

6. **Spiritual Formation and Discipleship:** Demonstrates an understanding of spiritual formation and discipleship as a journey or process; invites others into reflection about their personal journey; creates teaching and small group environments that promote discipleship.

#### **For All Staff**

7. **Integrity and Trust:** Is trustworthy; practices direct, honest, and transparent communication; keeps confidences; admits mistakes; doesn't operate with hidden agendas; responds to situations with constancy and reliability.
8. **Team Orientation:** Demonstrates interest, skill and success in team environments; promotes group goals ahead of personal agendas; steps up to offer self a resource to members of the team; understands and supports the importance of teamwork; shares credit for success with others, takes responsibility for his or her part in team failures.
9. **Interpersonal Skills:** Establishes good working relationships with all others who are relevant to the completion of work; works well with people at all levels of the congregation; builds appropriate rapport; considers the impact of his/her actions on others; uses diplomacy and tact; is approachable; avoids communication triangles.

**Relationships:** The Associate Pastor will work closely with the Pastor, the Christian Education, Congregational Care, Missions, and Youth Committees, with the Youth Intern and Nursery Supervisor, church leaders and volunteers in all areas of the church's ministry.