

## **ASSOCIATE PASTOR**

### **Pullen Memorial Baptist Church**

**Function:** To provide guidance and support for individuals and groups involved in building and sustaining congregational life, pastoral care, and education ministries. To assist the Pastor in supporting and coordinating the work of the Councils and Committees, in meeting pastoral care needs of the congregation, and in other areas identified by the Pastor.

**Duties and Responsibilities:**

Assists the Pastor with worship planning including periodically developing and delivering the Sunday morning sermon; participates in pastoral care with the congregation, especially with seniors; shares attendance at Pullen Councils and Committees; provides other support and back up as needed and acts in the absence of the Pastor.

Plans, organizes, develops and coordinates Wednesday night programming; works with committees including Wednesday Night Committee and Spiritual Life Group in determining programming needs, priorities and ideas.

Provides guidance and support for individuals and groups involved in building and sustaining congregational life; plans and coordinates small-group and congregational events and activities, works to engage new members, seniors, visitors and others in the life and ministries of the church.

Supervises children and youth ministries including supervision of staff; provides support, feedback, ideas, and guidance as needed; provides training and orientation for new staff; provides effective leadership, communications, motivation, conflict resolution, and performance coaching and evaluation for assigned staff.

Plans, organizes, develops and coordinates senior adult ministries; develops programs; identifies and coordinates volunteers.

Supports Student Ministry at approximately 10-12 hours per week, as follows:

Shares responsibility with Minister for Social Justice and Students for providing pastoral care and spiritual formation to middle and high school students and their families

With support from Youth Activities Coordinator and in coordination with Minister for Social Justice and Students:

Facilitates programs with middle and high school students including but not limited to weekly spiritual formation, pastoral care, monthly events, etc.

Selects and/or writes age-appropriate curricula

Serves as staff liaison to Youth Committee

Maintains necessary records and prepares reports as needed; monitors budgets for assigned groups.

Performs other duties as needed and assigned by the Pastor.

**Relationships:** Is supervised by the Pastor. Supervises and helps coordinate the work of the Minister with Children and Their Families and the Minister for Social Justice and Students. May be designated by the pastor to serve as staff member on councils and committees and as liaison to coordinators. Staff member shall not have a vote on councils and committees. Works cooperatively with all staff.

**Qualifications:** Ordained minister in the Christian tradition. Graduation from an accredited college or university with a bachelor's degree; graduation from an accredited seminary or graduate school with a Master of Divinity or comparable degree, and at least five years of experience in Christian education, pastoral care, work with youth and seniors, and/or congregational life activities, supervisory responsibilities, or comparable work experience.

**Selection:** The search committee shall be composed of five to ten members with at least one member from the Congregational Care Council, Education Council, the Personnel Committee, a member of youth and a member of the youth committee. The Pastor shall be a member ex officio, without vote.

April 17, 2016

October 15, 2017 (congregation approved changes to function, relationships, selection; position functions begin May 1, 2018)

November 2017 (position functions begin May 1, 2018)

December 2017 (position functions begin May 1, 2018)

November 17, 2020 (revised Function & Relationships to match Bylaws & cong motion 10/15/17; added language to Relationships & Selection fr Bylaws amended 3/17/19; added language to Qualifications fr website)

March 30, 2023 (removed responsibilities for young adult ministry and added responsibilities for student ministry)

JUN 25, 2023 (added a member of the youth and a member of the youth committee to the Selection committee)