

## **SUNSET PRESBYTERIAN CHURCH POSITION DESCRIPTION**

**POSITION TITLE:** Associate Pastor

**INCUMBENT:** Open

**REPORTS TO:** Senior Pastor

**DATE REVISED:** April 23, 2021

**FLSA:** Full-time, exempt

### **PHILOSOPHY**

Sunset Presbyterian Church is a community of people, connected to each other and committed to praying for all nations and loving our world through faith in Jesus Christ; who are experiencing the life-changing power of that faith; who are expressing Christ's love through serving; and who are actively reproducing these values through mentoring and investing in others. The Associate Pastor must be committed to Jesus Christ and the work Christ is doing at Sunset Presbyterian Church (SPC) and be in agreement with these Values. The person in this position is expected to have spiritual integrity and maturity as well as loyalty and commitment to the staff and congregation of Sunset Presbyterian Church.

### **POSITION SUMMARY**

The primary focus of the Associate Pastor's work is to support the greater vision of the church by directing the Small Groups and Congregational Care Ministries. In addition the Associate Pastor will provide Pastoral Oversight for Children's Ministries and Youth Ministries as well as general Pastoral ministries including preaching, teaching, counseling and officiating at communion, baptisms, weddings, and memorials. The position is primarily responsible for the visioning, recruitment, training and development and oversight of volunteers. In cooperation with the Senior Pastor, the Associate Pastor will also take the lead role in Membership, the Membership Class content and support the teaching of new members primarily provided by the Senior Pastor. Incumbent will serve on the Ministry Leadership Team.

### **POSITION RESPONSIBILITIES**

#### *Leadership*

The Associate Pastor will direct three (3) full time employees and three (3) or more quarter time/volunteers in Sunset's larger ministry areas. Further, depending on the strengths and interests of the Associate Pastor he/she may focus on one or two of the following ministry areas including Assimilation/Next Steps, Biblical Racial Justice, Christian Education Classes, Evangelism, Marriage, Membership Class content and Teaching, Women's Bible Studies, Men's Bible Studies, Singles, Young Adults, Seniors, Prayer, Reconciliation, and Premarital Counseling. In collaboration with the Senior Pastor he/she is responsible for helping these ministries grow/flourish in a healthy ministry environment with a focus on Outcomes.

#### *This position in particular*

- Leads the Small Group and Congregational Care Ministries
- Regularly interacts with the Manager of Elementary Children's Ministries and Youth Director in order to create a comprehensive approach to the spiritual development of children and youth at Sunset.
- Collaborates with the Minister of Administration and the Senior Pastor to ensure the integration of the vision of all the ministries of Sunset while achieving outcomes desired for the church.

- Regularly utilizes local and/or national networking and resources to keep abreast of current trends and best practices for Sunset Ministries and communicates those to staff and volunteer leadership.
- Attends Session Meetings and relates to Session members in their governance capacity.

### ***Volunteer Development***

- Responsible for the recruitment, training and development of all volunteers in Adult Ministries categories above.
- Provides regular encouragement, coaching and feedback to volunteers.
- Understands and promotes Sunset's vision of volunteerism as a step in a person's spiritual formation rather than only filling needs.

### ***Adult Ministry Programming***

- Oversees the development of an overall environment that engages adults in exciting and interactive programs. This person must serve to reach our broader community for Christ and draw them into a deeper relationship with Him.
- Leads the development of programming in one or two of the areas listed in the Leadership section based on his/her experience, skills, and passions to build an environment that fosters their spiritual formation.
- Teaches spiritual truth in an engaging, meaningful and practical manner.

### ***Strategic Events/Collaboration***

- Coordinate with Children's, Youth and Adult Ministries to plan and implement special events aimed at connecting all constituencies of the church at least annually.
- Contribute to the vision of the church by collaborating on other teams as requested by the Senior Pastor.

## **SCOPE OF POSITION**

The incumbent's role is one of three senior leaders necessitating close communication, cooperation, and collaboration with the Senior Pastor and the Minister of Administration. Job responsibilities are carried out in a work environment that consists of both new and recurring work situations. The position involves a degree of complexity in that it regularly interacts with the primary constituencies of our congregation as well as in a leadership role with both volunteers and paid staff. A high degree of independence is also required in performance and decision-making.

## **WORK CONTACTS**

The Associate Pastor has frequent internal contacts with volunteers, congregants, as well as with other staff members. The position has a significant amount of internal contact with other staff, Session members, non-staff ministry leaders and congregants. Secondary contacts include outside vendors, facility renters and the general public.

## **WORKING CONDITIONS**

The job is normally performed in an office environment and/or on the campus of the church. The position includes some periods of close computer work. The Associate Pastor may occasionally be required to work in excess of eight hours per day or forty hours per week. Normal work week is flexible and includes evening

activities; however Sunday morning hours (approx. 8:00am through 1:00pm) are required. This time may be in person or virtual depending on governmental restrictions. Travel requirements are very minimal and negotiable.

**KNOWLEDGE, SKILLS AND ABILITIES**

- A passion for Ministry
- Ability to effectively communicate the Gospel of Jesus Christ (with individuals, small groups, and in teachings through Sermons, etc.)
- Ordained as a Teaching Elder
- A passion for Volunteer and Staff Equipping including skills of coaching and mentoring
- Demonstrated skill as a team builder who models, trains and inspires volunteers to do the work of ministry
- Demonstrated skill in developing and implementing vision toward Outcomes
- Spiritual gifts of leadership, teaching and evangelism
- Strong organizational and management skills, including planning, budgeting, reporting, monitoring and evaluation
- Leadership and supervisory skills, including the ability to motivate and hold employees and volunteers accountable and conduct HR reviews
- Ability to maintain confidentiality

**EDUCATION AND EXPERIENCE**

Five or more years of experience working in a church or ministry environment with demonstrated ability to oversee and motivate both staff and volunteers. Strong volunteer management experience may be substituted for church or ministry experience. Seminary education is required and Ordination within the Evangelical Presbyterian Church Denomination is preferred. If ordained in another denomination, a commitment to complete the process in Evangelical Presbyterian Church.

**SPIRITUAL QUALIFICATIONS**

- Ordained
- Diligently seeks a vital and growing personal relationship with the Lord, is a student of the Scriptures and a person of prayer
- Has a demonstrated passion for ministering to congregants.
- Seeks accountability with pastoral staff as well as others who will work with him/her to protect and preserve character, integrity and personal walk with God
- Provides oversight and spiritual guidance; mentors and coaches staff and volunteers for spiritual growth
- Is committed to the Essential Beliefs and Core Values of Sunset Church

**REVIEWED BY:**

_____	_____
Employee	Date
_____	_____
Supervisor	Date
_____	_____
Human Resources	Date