

ASSOCIATE PASTOR - FAMILY & CHILDREN'S MINISTRY JOB DESCRIPTION

Roberts Park United Methodist Church
401 N Delaware Street
Indianapolis: Indiana: 46204

POSITION DESCRIPTION: Associate Pastor

STATUS: Part-time, Salaried

HOURS: 30 Hours per week

BENEFITS: Continuing Education Funds and approved expenses.

HOLIDAYS: Paid leave (Pro Rata) will be Three weeks and Three Sundays, rising to 4 weeks and 4 Sundays after five years of employment.

GENERAL PURPOSE OF POSITION: To work in support of and with the Senior Pastor and staff to meet the mission statement of Roberts Park.

SUPERVISION: Reports to the Senior Pastor. The Staff Parish Relations Committee provides an annual evaluation of the Associate Pastor's performance as required by the United Methodist Discipline. The Associate Pastor will operate with considerable independence within areas of responsibility described below subject to the United Methodist Discipline and local church policy as determined by the church committee(s) with authority over the ministry area involved.

OVERALL RESPONSIBILITIES:

- The Associate Pastor reports to the Senior Pastor for spiritual and ministry guidance.
- Following the strategic guidance of the Senior Pastor; work with ministry leaders to ensure they receive appropriate development and training, provide necessary support to leaders so that they can foster and nurture their volunteers, connect leaders throughout the church.
- Following the strategic guidance of the Senior Pastor, manage the ministry and direct the employees and volunteers dedicated to serving the various ministries for which the Associate Pastor carries primary responsibility.
- Remove the Senior Pastor from as much of the day to day administrative burdens of the ministries under the leadership of the Associate Pastor by directing the daily business operations of these groups.
- At the direction and with the support of the Senior Pastor, provides spiritual leadership and subject matter expertise to other staff members. Develop strategic guidance, project plans, and intermediate steps necessary to facilitate spiritual and

numerical growth for the UMC.

- Substitute for the Senior Pastor when requested at meetings and Roberts Park UMC in the absence of the Senior Pastor.
- Perform administrative tasks such as developing programmatic budgets, organizing and managing volunteers, organizing and maintaining required documentation for external programs, and recruiting other participants.
- Network with the community and local churches to develop effective partnerships that support the mission statement of Roberts Park UMC ministry areas.
- Be subject to the Senior Pastor and Staff Parish Relations Committee providing an annual evaluation of the Associate Pastor's performance.
- The Associate Pastor will be responsible and subject to United Methodist polity and doctrine, informed by the United Methodist local church policy as determined by the Charge Conference, Senior Pastor, and Staff Parish Relations Committee.
- The Associate Pastor will be free to use other gifts and graces as interest and opportunities arise.
- The Associate Pastor may be required to undertake any other duties commensurate with the post and responsibilities.
- Due to the current hours of employment Roberts Park UMC would ask that any additional work undertaken elsewhere should not be detrimental to the efficient execution of this position.

Specific Responsibilities

1. Worship

- a. To assist in all the various acts of worship as directed by the Senior Pastor to include but not limited to leading prayers, to providing and delivering children's message, reading lessons, assisting at communion and baptisms.
- b. To occasionally preach at worship services as invited by the Senior Pastor.
- c. To occasionally celebrate communion and perform baptisms as invited by the Senior Pastor
- d. To conduct weddings and funerals and other such pastoral services as invited by the Senior Pastor.

- e. To assist others in the delivery of a monthly ‘family’ act of worship under the guidance of the Senior Pastor and cooperation with the Shalom Daycare ministry.

2. Children’s & Family Ministry

- a. The Associate Pastor will be expected to have a strong relationship with the Shalom Daycare ministry, its staff, children and parents/caregivers.
- b. Provide support, and help with the delivery of suitable Christian Education program across the Shalom Daycare ministry.
- c. With the support and oversight of the Senior Pastor, create opportunities for ‘family’ events at Roberts Park UMC and encourage attendance at suitable ‘all church’ events.
- d. Establish suitable ‘summer’ programs to engage local children and daycare siblings etc. Such plans to be at least cash neutral but hopefully adding to the overall budget.

3. Young-Adult Ministry

- a. Help coordinate a young adult ministry by being attentive to the hopes, concerns, and needs of young adults in the community to determine how the congregation might serve them and how they might serve one another as good neighbors.
- b. Advocate that all young people are welcome and expected to be vital participants in the congregation.
- c. Intentionally communicate with the organization, people, and resources in the community that relates to young adults and seeks to connect the congregation with the community.

4. Christian Education and Member Care

- a. Help the Senior Pastor prepare and deliver training programs, Sunday school, bible studies and membership classes as directed.
- b. Oversee the work of Member Care ‘providing guidance, support, and training’ to recruited volunteers in this ministry.
- c. Carry out pastoral visits, counseling and other duties at the direction of and with the guidance and in coordination with the Senior Pastor.

QUALIFICATIONS

- Bachelor’s or advanced degree, preferably in related field.
- Ordained or on an ordination track (preferred).

- Energetic and passionate in dealing with Young families and Youth.
- Experienced and sensitive in dealing with the emotional and developmental needs of people.
- Deal effectively with conflict.
- Able to plan and lead programming, while building teams of adult volunteers to help support and run programs.
- Well-developed interpersonal and organizational skills with the ability to work effectively with diverse leaders, volunteers, and members of a church congregation.
- Able to work in a collaborative environment.
- Excellent relational skills; able to communicate one-on-one and in large groups with people of all ages.
- Self-starter and self-motivator, able to work flexibly with both close and distant supervision.
- Knowledge and support of fundamental United Methodist beliefs and principles.
- Ability to occasionally lift heavy items and participate in activities that require a certain level of physical fitness.

Applicants **must** have Sunday availability during morning worship services and evening meetings as needed.

This is a part-time position without health benefits

Salary is dependent on experience, education, and skill set of the candidate.