

Job Description for Associate Pastor

Christian Formation

General

- Pastoral liaison to Christian Formation Committee
- Oversight of all Christian Formation platforms and classes
- Recruiting, Coordinating, Equipping, and Resourcing Christian Formation Instructors & Mentors
- Evaluate, Recommend, and Purchase Christian Formation Curriculum and coordinating the Scope and Sequence Plan
- Maintain the three Christian Formation Resource Rooms and supply inventory
- Supervise, train, and resource auxiliary Christian Formation staff (childcare, Bridge to Worship aide, youth advisers)
- Coordinate All Church Retreat Curriculum
- Regular evaluation of Christian Formation platforms
- Communicate and publicize Christian Formation opportunities with the members of the church
- Maintain UPC Safeguard compliance

Children

- Supervise nursery care
- Oversee Bridge to Worship program
- Oversee Vacation Bible School
- Sacramental Preparation
- Coordinate Library Sermon program

Youth

- Coordinate Mission Trip, Retreats, Camps, and Conferences
- Oversight of Confirmation Curriculum
- Oversight of Easter Vigil

Adult

- Coordinate new member classes in partnership with Congregational Connections

Worship

- Serve as liturgist, presider, and preacher as assigned by the Senior Pastor
- Weekly planning for and participation in worship leadership
- Participation in the planning and liturgical leadership of special worship services
- Maintain, train, and coordinate the Vestry
- Attend Worship & Music Committee Meetings
- Coordinate Liturgical Arts Guild
- Assistance with or presiding at Weddings and Funerals as needed or assigned

Staff/Congregational Life & Mission/Presbytery

- Staff Liaison to the Congregational Connections Committee
- Staff Liaison to Street Youth Ministry
- Attend all staff meetings
- Attend stated meetings of the Session
- Attend staff planning and visioning retreats
- Maintain assigned expense accounts
- Pastoral care as assigned by the Senior Pastor
- Attending presbytery meetings and participation in the life of the presbytery as commissioned
- Maintaining spiritual & theological study life
- Other duties as assigned

Sabbath Days: Fridays and Saturdays

Office Hours: Monday through Thursday, 9:30 AM - 5:15 PM,
Sundays 9:00 am – 2:00 PM
Evening Meetings as scheduled & Pastoral Care Visits as needed

Accountability and Review: The Associate Pastor is accountable to the Senior Pastor and the Session of University Presbyterian Church. A yearly review of both job performance and theological reflection on vocation will be provided by the Staff Support Team in collaboration with the Senior Pastor.

Compensation, Vacation Time, and Other Benefits: *see Terms of Call*