

# Position Description

Position Title: Associate Minister  
Ecclesiastical Status: Ordained  
Payroll Status: Salaried/Exempt (Target = 40 per week)  
Immediate Supervisor: Senior Minister

## Summary:

The Associate Minister is the ordained staff member whose primary responsibilities are supervising, facilitating, leading and initiating ministries (as appropriate) that seek: to develop fellowship between members, to lead people into deeper understandings of God and their faith, and to assist the Senior Minister in shepherding the congregation into a richer and stronger faith in Jesus Christ.

### A. Assist the Senior Minister in:

- Leadership of Sunday worship services
- Counseling
- Weddings (primarily non-member weddings; member weddings on request)
- Funerals (as appropriate)
- Lead/participate in worship at special evening services which are part of the church calendar
- Hospital, nursing home and other visitation (as appropriate)
- Developing and communicating God's vision for the congregation
- Identifying, contacting, orienting, educating and introducing prospective members into the active life of the church, including Confirmation
- Teach basic moral values, ethics and the historical truths of the Christian faith with an emphasis on Scripture
- Other ways as assigned by Senior Minister

### B. Preaching and Worship

1. Preach 12-15 times each year
2. Normally, serve as Liturgical Leader when not preaching.

### C. Facilitating Church Growth

1. Work with Senior Minister to provide orientation for prospective members.
2. Work with Senior Minister to establish and facilitate a church growth committee for the congregation which will have church growth issues as one of its charges.

#### **Particular areas of concern:**

3. Continue to work with Diaconate Board to develop and maintain a visitation/follow-up ministry for first-time and subsequent visitors.

4. Work with Senior Minister and Diaconate Board to establish an effective planning committee for assimilating visitors and new members into the program life of the congregation.

#### **D. Christian Education**

1. Provide general oversight for "The Great ESCAPE" (Wednesday Night Fellowship).
2. Teach or provide leadership for adult CE offerings at "The Great ESCAPE."
3. Facilitate maintenance of current small groups, including leading one of the morning discussion groups
4. Facilitate addition of new small groups ministries.
5. Train and equip leaders for these small groups as necessary.
6. Encourage and facilitate development and implementation of adult CE offerings on Sunday mornings.
7. Encourage and facilitate development and implementation of additional ministries in consultation with the Board of Christian Education.
8. Promote the long-term health of Christian Education at North Shore Cong'l.

#### **Particular areas of concern:**

9. Initiate and develop offering(s) for people in their 20s and/or 30s.

#### **E. Professional Development**

1. Pursue the development of personal ministerial gifts for the building up of the people of God at \_\_\_\_\_ Congregational Church.
2. Maintenance and deepening of spiritual life in relationship to God.

**Accountable to:** Report to Senior Minister at weekly staff meetings  
Report to Church Council at monthly meetings  
Report to Human Resources Committee upon request.  
Report in writing to the annual meeting of the congregation.

**Accountable for:** All volunteer staff in the areas listed above.

**Evaluation:** At least semi-annually by Senior Minister  
At least annually by Human Resources Committee with input from the Senior Minister