

Position Description

Associate Pastor for Pastoral Care and Congregational Life

Purpose: The Associate Pastor for Pastoral Care and Congregational Life, working closely with the Senior Pastor, shall coordinate, oversee and implement the various dimensions of pastoral care at First (Scots) Presbyterian Church as well as help develop and nurture a full range of inter-generational congregational care/development type initiatives, i.e., enrichment events, congregational programs/retreats, Parramore Preaching Series, etc., all of which would serve to glorify God, make disciples and meet human need.

Qualifications: 5 – 10 years Pastoral experience required

Reports To: Head of Staff

Position Status: Full-time

Responsibilities included but are not limited to:

Pastoral Care:

- Coordinate the Congregational Concerns List
- Visit those in the hospital, shut-ins, bereaved and sick
- Make calls and write cards to those on the Congregational Concerns List
- Maintain the prayer lists
- Coordinate homebound communion and visits to homebound members
- Recommend referrals for counseling
- Initiate and guide ongoing review of church rolls

Congregational Life:

- Oversee a range of inter-generational care/development initiatives
- Participate in programs of teaching within the church
- Assist with officer training and retreats

Worship:

- Administration of the Sacraments in worship
- Pastor in charge of weekly Wednesday night chapel service; preaching regularly
- Assist weekly in Sunday worship service; preaching occasionally
- Coordinate once monthly services, which may include pastors from local Presbyterian churches, and/or social events for residents of two local retirement communities as needed
- Generally available for other special services such as Longest Night, Epiphany, Ash Wednesday, etc.
- Assist with weddings and funerals as needed

Service Ministries:

- Pastoral liaison for Congregational Care Committee, Diaconate, Stephen Ministers and Local Missions Committee
- Coordinates use of Associate Pastor's Benevolence Fund