

Mount Olive Lutheran Church

Job Description

Title: Associate Pastor (Education and Care)

Position Purpose

The Associate Pastor works in cooperation with the Senior Pastor to ensure spiritual needs and requirements of the church members are met. The Associate Pastor assists the Senior Pastor in leading the church in its spiritual mission, looking after the spiritual well-being of the members, making sure the needs and concerns of the church are met in a timely and efficient manner and leading the church in its efforts to evangelize and spread the Good News of Jesus Christ.

Overview

Ideally the Associate Pastor candidate has a passion for Christian education and youth ministry, as a primary focus for this position would be administering and leading all Christian education activities at Mount Olive Lutheran Church. The candidate would be an integral part of worship services and work closely with the Senior Pastor on various pastoral activities. This will provide flexibility for the Senior Pastor and Associate Pastor to share pastoral care responsibilities.

The candidate must be supportive of both traditional and contemporary worship styles in our services. They would work closely with the Senior Pastor on Christian education programs, worship and other pastoral activities. This individual must be open to mentoring, coaching and professional development. That individual would also be self-motivated, energetic and possess strong interpersonal skills. The Associate Pastor must also work well with people, manage conflict situations and resolve problems effectively.

Christian Education

- The prospective candidate must have a proven record of providing leadership and oversight of Christian education activities within the church, with particular focus on administering and teaching youth and children's programs.
- Specifically, the Associate Pastor will develop, lead and teach educational programs for children and youth at Mount Olive including the coordination of children's church, Confirmation classes, middle school and high school programs and events, outreach, VBS and all other educational activities.
- Develops, administers and teaches Bible studies and other Christian educational programs for adults
- Leads new member orientation and adult Confirmation classes.

Spiritual Leadership

- Provides spiritual leadership for Christian education programs and activities for Mount Olive.
- Maintains harmony, handles difficult personalities, manages conflict and resolves problems and creates enthusiasm for church activities.
- Serves as an example of Christian conduct, doing all that is possible for building up the congregation and the advancement of the Kingdom of Christ. Maintains a disciplined life of prayer and personal devotion.
- Works with our member volunteers to develop spiritual leaders.
- Coordinates member volunteers to staff various programs, Bible studies, Christian education programs / activities.

Worship

- Establishes children's and youth programs, coordinates children's and youth activities.
- Assists Senior Pastor with preparation for worship services that would include liturgy, readings, sermons, coordinating music, etc. The expectation is for Associate Pastor to preach at approximately 20% of the services. The Senior Pastor and Associate Pastor would share other pastoral duties each Sunday depending on who is delivering the sermon on any given Sunday. This will include announcements, readings, communion, baptisms, the call to worship, etc.
- On designated Sundays when the Associate Pastor delivers the message to the congregation, that person also leads a brief children's message for our children prior to them going to children's church.
- Leads worship services, as established by the Board of Lay Ministry.
- Administers the sacraments in accordance with the divine institution.

Counseling / Other Pastoral Services

- In collaboration with the Senior Pastor, the Associate Pastor ministers, provides solace and spiritual guidance to those members of the church who are sick, hospitalized, bereaved or unable to attend church services.
- The Associate Pastor will assume the lead role in calling on members who are hospitalized, homebound or confined to long-term care facilities.
- The Associate Pastor greets visitors / prospective new members each Sunday prior to and immediately following the services.
- The Senior Pastor works with the Associate Pastor to administer baptisms, weddings and funeral services.
- Provides various pastoral services, as needed.

Administrative Leadership

- Attends the Parish Planning Council (PPC) and the Board of Lay Ministry meetings to maintain an awareness of church activities, church decisions, financial matters and programs. The Associate Pastor position does not have any voting rights at these meetings but is welcome to provide input in the discussions.
- Works with church committees to maximize volunteer efforts within the congregation.