

SILVER SPRING PRESBYTERIAN CHURCH

JOB DESCRIPTION

TITLE: Temporary Associate Pastor

ACCOUNTABILITY: Supervised by the HOS and accountable to the Session through the Personnel Committee.

WORK CLASSIFICATION: This is a full time, salaried, exempt position

RESPONSIBILITIES:

- 1) Outreach to all church members to encourage intergenerational engagement, with particular focus on Youth, Young Adults and Families:
 - a) Establish relationships with each through personal contact
 - b) Establish a fellowship group specifically for young adults, including a learning and mission component.
 - c) Establish a fellowship group specifically for young families, including a learning and mission component.
 - d) Establish a structure of lay leaders to help establish, coordinate and lead these ministries.
 - e) Assist & coordinate with Youth Director in planning and leading CORE
 - i) In collaboration with Youth Director, establish relationships with youth and parents
 - f) Social Media – Regularly post activities on Facebook and other social media.
 - i) Recommend and implement ways to reach youth, young adults and young families through technology

- 2) Christian Education – In conjunction with the Christian Education Committee and lay leaders,
 - a) Coordinate Sunday School for youth and children
 - b) Organize/lead Vacation Bible School and Confirmation Classes.
 - c) Coordinate and keep up to date all required clearances
 - i) Coordinate / lead any required staff training re child safety policies and requirements

- 3) Staff Christian Education Committee, Mission Committee, Fellowship Committee and Intergenerational Task Force and others as assigned by HOS

- 4) Participate in all worship services
 - a) Plan and lead worship in the absence of the HOS
 - b) Preach 4-8X/year

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- i) Prepare sermons in a manner consistent with Reformed Theology and Tradition rooted in careful exegesis of the scripture and making use of appropriate interpretive materials to inspire, educate and encourage the congregation to become more faithful disciples of Jesus Christ.
 - c) Utilize technology and multimedia tools to enhance the congregational worship experience especially in the Gathering.
- 5) Other Duties as assigned by HOS
- 6) Be a loyal, supportive colleague in ministry
- 7) Maintain a vibrant prayer life and regular spiritual disciplines

MINIMUM QUALIFICATIONS:

1. Master of Divinity degree from an accredited theological seminary
2. Ordained as a Minister of Word & Sacrament and in good standing with your present Presbytery
3. A vibrant faith in God and relationship with Jesus Christ
4. A warm, friendly and outgoing personality and skill at establishing relationships
5. Leadership gifts and temperament relevant to this position of ministry
6. Ability to relate positively to youth and parents, maintaining appropriate boundaries
7. Ability to communicate effectively and regularly with HOS and lay leaders
8. Must obtain Pennsylvania State Police Criminal History report, Child Abuse Clearance, certificate of Mandated Reporter Training and FBI Criminal Background Check.

PHYSICAL REQUIREMENTS:

1. Able to operate current office equipment including phones, computers, and copy machines.

CORE COMPETENCIES:

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**Organizational Skills:* Demonstrates the ability to accomplish tasks in a timely and professional manner. Guides others into more work habits that contribute to more effective coordination of activities and responsibilities.

**Communication Skills:* Good at paying attention to various sources of information, retaining, recording, and utilizing that information in other venues as appropriate. Enjoys knowing what's going on throughout the church and passing on information as appropriate.

**Interpersonal Skills:* Sensitive to the emotions of others, able to handle criticism and conflict constructively. Good at guiding others toward the accomplishment of work objectives and tasks. Values working with other staff, as well as with volunteers, as a member of a team.

**Technology Skills:* Proven understanding of current information technologies including computers, Microsoft Office Software and Internet

** Learning and Creativity:* Demonstrates the desire to learn new skills and to acquire new abilities related to professional responsibilities. Freely offers ideas and suggestions for new ways of doing things.

**Problem Solving:* Engages in rigorous reflection to discover effective solutions to work-related problems, probing all available resources for answers. Makes or suggests changes necessary for more effective workflow.

**Confidentiality:* Understands appropriate boundaries, especially regarding issues of pastoral care.