

Associate Pastor of Congregational Life

Providence Presbyterian Church seeks an ordained pastor to guide and further our ministry to children, their families and adults of all ages. This includes oversight of existing ministries and innovation in developing new ones for children and adults. We seek a person with a vision and passion for faith development, communal care, and congregational connectedness. Foundational attributes are a deeply rooted faith in Christ, knowledge of Scripture, continued spiritual growth and a love of people. Organizational skills, relational abilities and a healthy dose of humor will also serve a person well in this position.

A more detailed description of qualifications and responsibilities is given below.

QUALIFICATIONS:

This position requires skills in planning, conducting, and supervising children's and adult ministry programs both within and outside the church setting.

Attributes and skills required include:

- Knowledge and imaginative use of ministry resources for children and adults
- Administrative and organizational capabilities in both long range planning and daily details
- Desire and ability to work with and incorporate a variety of people in these ministries
- Passion for reaching out to children and their families, churching and unchurched
- Articulate in both oral and written communication
- Proficiency in computer skills, word processing and e-mail communication
- Sense of humor and ability to work as a team member
- Knowledge in Bible, basic Christian theology, informed about and able to discuss various social and cultural issues from a Christian perspective
- The desire and aptitude to establish and build trusting relationships with children, their parents and adults of all ages
- The desire and aptitude to establish and build trusting relationships with adults
- Leadership skills to challenge and encourage children and adults toward a deeper understanding of Christ and a willingness to live the Christian life
- Valid drivers license, acceptable background check, knowledge of first aid skills or a willingness to learn them.

RESPONSIBILITIES:

- Oversee ministry to children and adults of all ages; understanding that this ministry includes: worship, education, spiritual development, fun, missions, retreats, fellowship, service and a genuine affirmation of God's love for children and adults of all ages.
- Create and develop new discipleship opportunities for children and their families and friends.
- Create and develop new ministries and missions for adults.
- Oversee and be a resource for Stephen ministry and Small Groups.
- Assist with visitation, leading worship, celebrating the sacraments, preaching and other functions in consultation with the Pastors & staff.

With Christian Education:

- Secure approval for children and adult activities and curriculum.
- Develop and grow a wholistic CE program for children and adult.
- Serve as a resource person for curriculum ideas and resources.
- Consult, advise and assist these committees (Children's CE and Adult CE).
- Offer training opportunities for teachers, advisors and leaders.
- Help, as needed, with teacher and advisor recruitment.
- Plan and coordinate an annual calendar of events, classes, retreats, etc.
- Make recommendations concerning safety issues.
- Offer input into CE budget preparation and administration of budget after approved.
- In conjunction with the CE committee plan, develop and direct special programs and educational events for children (i.e. Children's Church, worship enrichment for 2nd-3rd grade, VBS, Midweek events, Communion classes, retreats, Worship orientation, Christmas pageant, etc.).
- Greet children, parents and teachers on Sunday morning during Church school and worship and at other church activities as appropriate.
- Coordinate music with children's music director.
- In conjunction with the CE committee plan, develop and direct special programs and educational events for adults (i.e. Small Groups, Church School, elective courses, women's circles, new member classes, church family retreat, Montreat conferences, special speakers, etc.).

With Other Committees:

- Any Mission or Community Service activities are to be coordinated with Associate Pastor for Mission and Community Outreach Committee.
- Oversee the Activities Committee to plan creative church-wide, intergenerational events, recreation activities, etc.
- Oversee Nursery with special attention to paid sitters and assist the Childcare Committee as needed (i.e. background checks for paid nursery workers, training & safety).
- Assist the Children's Music Director with Christmas pageant.
- Maintain active relationship with the preschool program.
- Attend Diaconate and/or Session meeting if requested or so desires.
- Work with Fellowship Committee to enhance congregational connectedness.
- Pastoral oversight of Stephen Ministry.

OTHER:

- Prepare information for newsletter and develop e-mail communication
- Plan for and assist in Children's Worship services
- Evaluate other opportunities such as an outreach to surrounding schools, an after school program, a recreational league, etc.
- Attend and participate in church staff meetings, work and cooperate with other staff members
- Coordinate vacation and study leave with Pastors and staff.

FINANCIAL TERMS OF CALL: Salary, benefits and other compensation will be no less than the Presbytery minimum guidelines.