

## **Silver Spring Presbyterian Church**

### **Job Description—Associate Pastor**

#### **Supervisory Relationship:**

The Associate Pastor reports to the Head of Staff (HOS). S/he is a continuing member of Carlisle Presbytery and a member of the Session of Silver Spring Presbyterian Church with both voice and vote.

#### **Responsibilities:**

1. Support, coordinate, evaluate and improve existing programs and, in consultation with HOS and appropriate committees, develop and refine new ways to reach both current and prospective members to increase their participation in the life of the church, including:
  - a. Christian Education - Schedule, organize, implement, and provide for evaluation of all Christian educational programming for adults and children, as well as Vacation Bible School and Confirmation Classes.
  - b. Youth Ministry Programs - Oversee lay leaders in implementing ministries for grades 6 through 12, establishing healthy and positive relationships with them and their families.
  - c. Family Ministries - Increase engagement of young adults and families in the life of the church through worship and other programs.
2. Mission – Support and engage congregation members in hands-on ministries locally and beyond such as ROAR, Downtown Daily Bread and mission partnership in South Africa. Explore new mission opportunities, in consultation with HOS and committees.
3. Assist HOS in preparing and leading all worship services, currently including traditional services at 8 am and 11:15 am, and an informal / contemporary service at 9:00 am, as well as other special / seasonal worship services.
  - a. Prepare and preach Biblically-based sermons 12-15X / year, on dates determined in consultation with the HOS. Prepare sermons in a manner consistent with Reformed theology and tradition, rooted in careful exegesis of the scriptures, and making use of appropriate interpretive materials to inspire, educate and encourage the congregation to become more faithful disciples of Jesus Christ. Utilize technology and multi-media tools to enhance the congregational worship experience, especially in The Gathering.
  - b. Assist in administering the Sacraments of the Lord's Supper and Baptism.

- c. Officiate at weddings and funerals (e.g., in the absence of HOS).
4. Assist the HOS in addressing the pastoral care needs of the congregation through hospital and nursing home visitation, in-home visitation and administering communion as requested and appropriate; and calling parishioners in need of pastoral care.
  - a. In the HOS's absence, meet with the family of infants to be baptized to interpret the Sacrament with them; meet with adults to be baptized to interpret the significance and ascertain the appropriateness of baptism; and meet with couples to be married to provide counseling and ascertain advisability.
  - b. Meet with couples to provide premarital counseling.
5. Participate as the designated Pastoral Staff Liaison to the committees, boards, task forces, ministry teams or other ministry groups as assigned by the HOS. Attend all meetings of these groups, serve as a resource for their leadership and facilitate their functions. The list of these committees, etc. is initially expected to be as follows, and may change as determined by the HOS: Pre-School board; Board of Deacons; and CE, Mission, South Africa Partnership, Earth Care, Stephen Ministry and Fellowship Committees.
6. Social Media – Regularly post church activities on Facebook and other social media in consultation with HOS.
7. Participate fully as a member of Session:
  - a. Attend all meetings of Session.
  - b. Moderate Session Meetings in the absence of the HOS.
  - c. Assist HOS in planning and leading annual Session Retreat and Officer Training, including leading the Deacons portion of training.
8. Pursue continuing education opportunities that further develop his/her professional and pastoral leadership skills, and which nurture her/his own spirituality.
9. Be a loyal, supportive colleague in ministry by cooperating with the direction of the HOS, communicating effectively and proactively with all members of the Pastoral staff and lay leaders, and interacting positively with all staff and members. Pursue involvement with Presbytery, Synod, and/or General Assembly committees as feasible without compromising other duties.
10. Maintain a vibrant prayer life and regular spiritual disciplines that nourish her/his relationship with Jesus Christ. Model Christian discipleship in her / his words thoughts and actions.