THE FIRST PRESBYTERIAN CHURCH OF ARLINGTON HEIGHTS
Job Description

POSITION: Associate Pastor for Pastoral Care

PURPOSE: To provide leadership and support for pastoral care to members of the
congregation as well as being the pastoral liaison to the Board of Deacons
and the Mission Committee. The associate pastor for pastoral care will also
be responsible for the creation of a new Stephen Ministry Team at FPCAH.

ACCOUNTABILITY: To the Presbytery of Chicago and the Session of the First Presbyterian Church
of Arlington Heights, through its Personnel Committee, under the supervision
and leadership of the Pastor, Head of Staff.

COMPENSATION: Exempt – Full time position; Salary commensurate with experience

SUPERVISOR: Pastor, Head of Staff

ACCREDITATION: Ordained Minister of Word and Sacrament of PCUSA

PRIMARY PASTORAL RESPONSIBILITIES:
1. Provide the majority of all pastoral care visitations for members of the church who are in
   the hospital, in nursing homes, homebound or in need of spiritual direction.
2. Oversee a reboot of the Stephen Ministry program at FPCAH. This includes going to
   trainings and being present at all Stephen Ministry Leader meetings.
3. Create a network of lay care givers and care groups, to those within our own congregation.
4. Conduct the majority of funerals as required and requested by the congregation.

BOARD & COMMITTEE RESPONSIBILITIES:
1. Provide leadership to the Board of Deacons to implement a strategic system of Deacon care
   that will complement and enhance the caring ministry of the associate pastor for pastoral
   care and the Stephen Ministry team.
2. Provide leadership and direction to the Mission Committee, and when needed to other
   committees dealing with mission; provide leadership for and communication with our
   mission partners.

WORSHIP & TEACHING RESPONSIBILITIES:
1. Assist the Pastor, Head of Staff in worship through writing prayers, executing liturgy,
   baptism, serving the Lord’s Supper and preaching as requested.
2. Provide support as needed and feasible to the educational ministries of the church, joining
   the rest of the pastoral staff in teaching 4:11 for children and a Commune group for adults,
   as time permits.
3. Conduct weddings and other duties as assigned by the Pastor, Head of Staff.
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PERSONAL & PRESBYTERY RESPONSIBILITIES:
1. Develop and follow a well-planned program for personal spiritual enrichment, continuing education and professional growth.
2. Maintain a balance between professional, personal and family activities.
3. Be a responsible presbyter, attending Presbytery meetings and supporting the mission of the PCUSA through participation on Presbytery/Synod/GA Committees as possible.