

**FIRST SAINT PAUL'S LUTHERAN CHURCH
HASTINGS, NE**

POSITION PROFILE

POSITION TITLE: Associate Pastor

POSITION STATUS: Salaried, Calendar-Year, Full-Time

SUPERVISED BY: Senior Pastor

AS APPROPRIATE, RECEIVES GUIDANCE FROM: The Council President and/or Members of the Council

I. POSITION SUMMARY

The Associate Pastor helps to lead the Church as determined by the Senior Pastor. The Associate Pastor will participate in the word and sacrament ministry in the congregation. The Associate Pastor will be primarily responsible for the media broadcasts of the Church. The Associate Pastor will help the Senior Pastor with the oversight and management of the operations of the Church and help to develop a "good spirit" in the congregation. The Associate Pastor will also assist the Senior Pastor in inspiring and motivating the membership of the congregation to develop and use the resources that God has given them in His service. The Associate Pastor will be a representative of the life and mission of this Church in the local community and the larger world. The Associate Pastor will carry out other duties as assigned by the Senior Pastor.

II. PRINCIPAL ACCOUNTABILITIES

This is a generalized job description. Specific duties and responsibilities may vary depending upon the needs of the Church.

- a. The Associate Pastor will help the Senior Pastor in carrying out the determined spiritual direction for the congregation that keeps the focus on Jesus Christ as the Lord of the Church. This will include word and sacrament ministry as well as home communion, baptism, weddings, funerals, teaching, counseling, and crisis ministry.
- b. The Associate Pastor will provide sermons and preach when determined by the Senior Pastor.
- c. The Associate Pastor will be responsible for the effective and strategic use of media and technology to enhance the experience of those attending services and/or events. Such use will also serve as a means of outreach. This includes training appropriate staff and volunteers in the use of equipment and the delivery of quality media productions.
- d. The Associate Pastor will assist the Senior Pastor in the administration and overall operation of the Church. This includes the management and mentoring of the staff as well as providing particular employees with direction for his/her work and performance management. The Associate Pastor will provide an annual performance review for all direct reports assigned by the Senior Pastor. The Associate Pastor will oversee:
 1. Most, if not all of, the Education Program;
 2. The Administrative Director of the Church, including the daily management of the Church and the Church office;
 3. The Communications Director
- e. The Associate Pastor will teach a grade of the confirmation class of the Church, in coordination with the Senior Pastor.
- f. The Associate Pastor will oversee the implementation of the Church management software (for

example, "Elexio"), and will train appropriate staff and volunteers in the proper use of such software.

- g. The Associate Pastor will assist the Senior Pastor with visitations and any other aspect of ministry he/she may be assigned to perform by the Senior Pastor.
- h. The Associate Pastor will assist the Senior Pastor in promoting a "good spirit" within the congregation. Such a spirit is built through trust, interaction, and timely and thorough communication. The goal is to create an atmosphere where people sense sincerity, commitment, and care throughout the Church. In addition, this spirit is to help the congregation to be an example of Jesus Christ to the community and the world.
- i. The Associate Pastor will assist the Senior Pastor in the effort to inspire and motivate all members in developing and using resources – time, talent, and financial – in the service of this congregation and the larger church. This includes encouraging persons of all ages in the congregation to grow, become involved, and serve in the various ministries of this congregation and the church at large.
- j. The Associate Pastor will assist the Senior Pastor in representing the life and mission of the Church to the local community and to the larger world. This may include serving in local organizations, attending community meetings, and relating to the media, including electronic media, in a way that furthers the Gospel of Jesus Christ and His Church.
- k. The Associate Pastor may assist, as determined by the Senior Pastor, in providing guidance to the Education Committee, the Worship Committee, the Outreach Committee, the Personnel Committee, the Finance Committee, and the Property Committee.
- l. The Associate Pastor is responsible for other duties as may be assigned by the Senior Pastor.

III. DECISION-MAKING AUTHORITY

As determined by the Senior Pastor, the Associate Pastor may have the full authority to make day-to-day decisions regarding the operations of the Church.

IV. QUALIFICATIONS

- a. Education and Training: A Bachelor's Degree with a Masters of Divinity or greater
- b. Licenses and/or Certification Required: None
- c. Prior Related Experience Desired: Three years prior experience within a field requiring excellent written and oral communication skills.
- d. Demonstrated Competencies:
 - 1. A growing knowledge of the teachings of the LCMC and a passion for the Gospel of Jesus Christ
 - 2. Solid understanding of how to deliver the Gospel via electronic media and related technologies.
 - 3. Developing preaching and teaching skills.
 - 4. Emerging leadership and administrative skill.
 - 5. Ability to effectively communicate both verbally and in writing with staff, the congregation, the local community, and the larger church.
 - 6. Listening and developing counseling skills.

V. PHYSICAL REQUIREMENTS

Occasional (O) = 1-33%; Frequent (F) = 34-66%; and Constant (C) = 67%+

- | | |
|--------------|---|
| a. Standing | F |
| b. Walking | O |
| c. Sitting | F |
| d. Reclining | O |

- e. Change of Position
- f. Reaching (extended hands/arms)
- g. Handling (hold, grasp, seize, turn)
- h. Fingering (pinch/pick)
- i. Crouching/Squatting (bend legs/spine)
- j. Balancing
- k. Stooping (bend at waist)
- l. Kneeling
- m. Jumping
- n. Stairs
- o. Ramp
- p. Ladder

VI. LIFTING

- a. Lifting/Lowering 25-50#
- b. Carrying 25-50#
- c. Pushing/Pulling (force exerted) 5-25#

VII. WORKING CONDITIONS:

- a. Inside 95% Outside 5%
- b. Climatic environment: Heat, cold, snow, rain, ice
- c. Hazards: Stairs, weather, traffic, stress

Signature of Employee: _____

Signature of Supervisor: _____

Date: _____