

FAITH EVANGELICAL LUTHERAN CHURCH

JOB DESCRIPTION

JOB TITLE: Associate Pastor

EFFECTIVE DATE: June 1, 2018

FLSA STATUS: Exempt

POSITION REPORTS TO: Senior Pastor

OBJECTIVE:

To lead Faith Evangelical Lutheran Church to fulfill its mission statement, *“To learn, serve and share the gospel of Jesus Christ.”* To enthusiastically support, motivate, and inspire people to live out this mission statement of FELC. The Associate Pastor will assist the Senior Pastor in some of the administrative details of the congregation so that FELC will strive to fulfill its mission and purpose as the body of Christ. She/He will preach, teach, and administer the Sacraments. She/He is called to serve God by emulating Christian beliefs, practicing the highest standard of professional ethics, and striving to care for her/his own Faith. In all the responsibilities outlined by the job description, the Associate Pastor is called to serve as both a leader and team player along side the Senior Pastor, the Synod, Church Staff, Church Council, various Ministry Areas, the Congregation, and the community as a whole. The Associate Pastor will diligently commit themselves to the work prescribed in the Letter of Call and in the constitution and bylaws of the congregation.

SUPERVISION RECEIVED:

Works under the supervision of the Senior Pastor.

EQUIPMENT/JOB LOCATION:

Estimated to work at church facilities 80% of the time, and 20% beyond our walls.

ESSENTIAL FUNCTIONS OF THE JOB: subject to review and adjustment in conjunction with the Executive Committee of the Church Council, the following constitute the major responsibilities of the Associate Pastor:

I. Worship 15%

1. To regularly preach and teach the Word of God and administer the Sacraments in the congregation.
2. To plan and lead worship in conjunction with the other pastors, staff of the parish, and the Worship and Ministry Area.

3. To officiate at special services such as weddings, funerals, nursing home services, baptisms, etc.

II. Administration 5% to support the Senior Pastor with the administration and management of appointed areas of the congregation's ministry in consultation with the Church Council and appropriate leaders, ministry areas and staff.

1. To support and assist the other Pastors and staff who have primary responsibility in the ministries of education, youth, social action, pastoral care, fellowship.
2. To support a sense of team-work among church staff and participate in regular staff meetings to coordinate the ministries of the church and facilitate communication.
3. To serve as a staff representative to the following:
 1. Faith Formation Ministry Area
 2. Social Outreach Ministry Area
 3. I.T. and Communication Ministry Area
 4. Other areas as assigned

III. Faith Formation 20%

1. To collaborate with the Connections Ministry Team for the purpose of ongoing new member integration and lay leadership development.
2. To collaborate with the Youth and Family Ministry Team to assist in providing a wide range of faith formation opportunities for children, youth, and adults.

IV. Social Outreach 20%

1. Provide leadership to Faith's Ministry Partner relationships, which include Redeemer Lutheran (Mpls, MN), Common Hope in Guatemala, Public Safety Ministry, Families Moving Forward and the Latino Ministry.
2. Service to our Community – to help support the local ministry efforts and efforts and responsibilities of the Social Outreach Ministry Team in conjunction with the ministry area chair.
3. Explore other opportunities as presented in the community.

V. Information Technology and Communication 25%

1. Work with the I.T. and Communication Ministry Area in conjunction with the ministry area chair to lead and support the efforts to keep FELC improving and using technology to proclaim the Gospel and serve the community in the 21st century.
2. Develop new conventional methods to improve and enhance communication with our congregation and the broader community within our walls and beyond.
3. Explore and develop new opportunities to improve communications using social media including Facebook, Twitter, and other evolving channels to improve our communication within our congregation and the broader community.

VI. General Pastoral Responsibilities 10%

1. To provide pastoral care by assisting the other Pastor(s) and in conjunction with other staff, ministry areas, and member care-givers through visitation, counseling, and prayer.
2. To make appropriate referrals when necessary and quickly respond to crisis situations which arise in the congregation.
3. Understand and embrace the need to change and to reach out in a new community context.
4. Engage in visioning and the implementation of long-range planning, and goal setting.
5. To perform other duties as assigned.

VIII. Miscellaneous 10%

- 1) Council prep, mentoring, local community church relations, Synod assembly, congregation meetings, staff meetings and retreats, complaint responses, and personnel issues.

REQUIRED KNOWLEDGE, SKILLS AND ABILITY:

- Good communication skills in English, both written and verbal.
- Ability to work well in a fast-paced environment.
- Positive attitude.
- Possession of effective problem solving and analytical skills.
- Ability to establish and achieve priorities in the work environment.
- Demonstrated ability to establish and maintain positive and effective relationships with other employees, church members and other community members.
- Ability to work both independently and in a team setting, as deemed by assignment.
- Ability to communicate effectively both orally and in writing in English to Church members, Church staff, and the general public.
- Working ability to prioritize work and work independently with frequent interruptions and deadlines.
- Ability to perform essential functions of the position during required hours of work.
- Practices a strong work ethic.
- Possesses qualities such as productivity, dependability, resourcefulness, efficiency, and professionalism.
- Proven ability with commonly used word processing and spreadsheet programs and computer (PC and or Mac) functions.
- Strong time management skills.
- Ability to work independently and manage assigned projects without direct supervision.
- Effective phone and communication skills with community and church members.
- Ability to handle and effectively resolve problems.
- Ability to work with frequent interruptions.
- Ability to administer and fully manage informational database.
- Ability to handle and effectively learn from failure.

PHYSICAL DEMANDS:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sit for extended periods of time.
- To have hand and arm (or equivalent) dexterity adequate to allow for use of a keyboard.
- To talk and hear with enough proficiency to allow for communicating with Church members and community members by phone or in person.

MINIMUM QUALIFICATIONS:

- Fully recognized minister sharing Word and Sacrament.
- Committed to Jesus Christ and his teachings.
- 5 or more years of pastoral experience or similar life experience.

NON-DISCRIMINATION POLICY:

Faith Evangelical Lutheran Church will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, national origin, sex, disability, age, marital status, sexual orientation, or status with regard to public assistance.

(The examples given above are intended only as illustrations of various types of work performed and are not necessarily all-inclusive. This position description is subject to change as the needs of the Church and requirements of the position change. Faith Evangelical Lutheran Church reserves the right to change and/or eliminate any and all job duties as necessary.)