

ASSOCIATE MINISTER

First Congregational United Church of Christ Corvallis, Oregon

- I. GENERAL STATEMENT:** The Associate Minister shares responsibility with the Senior Minister for overseeing the ministry of the congregation, providing spiritual leadership, pastoral care, organizational direction, and administrative oversight. The Associate Minister has primary responsibility for Christian Education for children, youth, and adults, and programming for Middle and Senior High youth.
- II. SUPERVISION AND EVALUATION:** The Associate Minister is accountable to the congregation through the Church Council. The Associate is directly responsible to the Senior Minister for coordination of duties. The Pastoral Relations Committee of the Board of Deacons provides support and guidance to the Associate Minister. Performance reviews are conducted by the Board of Deacons' Pastoral Relations Committee.
- III. RESPONSIBILITIES AND DUTIES:**
- A. Christian Education**
1. The Associate Minister has primary responsibility for developing and providing the congregation's educational ministry for children, middle and senior high youth, and adults. This includes programming for Sunday morning, confirmation, and youth fellowship groups.
 2. The Associate Minister is the primary staff liaison to the Board of Christian Education and its committees.
 3. The Associate Minister shall be available to teach education classes for children, youth, and adults.
- B. Worship**
1. The Associate Minister assists with the planning of worship, preaches a minimum of eight times per year, and assists with worship regularly as a Worship Leader.
 2. The Associate Minister will occasionally lead "Time with Children" during worship services.
 3. The Associate Minister has particular responsibility for involving children and youth in the worship life of the church.
 4. The Associate Minister may provide leadership for young families' worship opportunities.
- C. Pastoral Care**

1. The Associate Minister has primary responsibility for pastoral care with children, youth, and their families. This includes pastoral calling, hospital visitation, pastoral conversation, referral to counselors, and other ministries of care and concern as needed.

D. Mission and Outreach

1. The Associate Minister will be the primary staff liaison to the Board of Outreach Missions.
2. The Associate Minister will work to involve children, youth, and adults in intergenerational mission outreach activities.

E. The Church's Wider Mission

1. The Associate Minister shall support and participate in the ministries of the United Church of Christ on a Conference and national level, as time permits.
2. The Associate Minister may also be involved in the ecumenical and community ministries, as time permits.

F. PERSONAL GROWTH AND DEVELOPMENT

1. The Associate Minister shall make time for regular opportunities for spiritual nurture and professional development. Two weeks per year study leave will be provided.

G. DUTIES IN COOPERATION WITH THE SENIOR MINISTER

1. The Associate Minister performs weddings, baptisms, memorial services and other special services within the life of the church, as requested.
2. As time permits, the Associate Minister will participate in the general pastoral work of the church in cooperation with the Senior Minister.

H. ADMINISTRATION AND STAFF

1. The Associate Minister is expected to attend staff meetings and work with the Senior Minister, as well as other staff, to enable church programs to function effectively and smoothly.
2. The Associate Minister is an ex-officio non-voting member of the Church Council, Boards, and Committees, as defined in the church bylaws, and may work with any Board or Committee as time permits, in coordination with the Senior Minister.

IV. KNOWLEDGE, SKILLS, AND ABILITIES

- A.** The Associate Minister shall hold Ministerial Standing in the Central Pacific Conference of the United Church of Christ.

- B.** The Associate Minister must have skills, interest, and passion in working with children, youth, and their families.
- C.** The Associate Minister must be effective in: relating to and working with others; recruiting, delegating, and supporting volunteers to assume and carry out program leadership; and organizing individuals and groups.
- D.** The Associate Minister must be able to work positively and collegially in a staff relationship.
- E.** The Associate Minister must have effective communication skills, especially in speaking with children, youth, and adults in an educational environment.
- F.** The Associate Minister must have a working knowledge of social media tools.

Approved by the Personnel Committee
November 1, 2011