

## **Interim Associate Pastor for Congregational Care Position Description**

**Purpose:** To provide leadership under the direction of the Executive Associate Pastor/Head of Staff, by managing and leading the ongoing work of the Board of Deacons.

**Accountability:** The Interim Associate Pastor is accountable to the Session through the Executive Associate Pastor/Head of Staff. The Executive Associate Pastor/Head of Staff will meet regularly with the Associate Pastor for supervision and coaching, and will provide for his/her regular and annual performance review. It is expected that the Interim Associate Pastor will work as a member of the overall staff team toward the effective and faithful overall ministry of the church.

**Primary Duties and Responsibilities:** The Interim Associate Pastor will:

- Facilitate pastoral care of the congregation as a primary responsibility, including:
  - coordinating and sharing pastoral visitation with other pastors and program staff, and
  - sharing responsibility for counseling, weddings, funerals, and community assistance.
  
- Oversee and administer the board of deacons and its ministries.
  - Church Gerontologist.
  - Friends in Christ.
  - Care Groups.
  - Spiritual Enrichment Every Day (SEED).
  - Columbarium
  - Yule Feast
  
- Supervise the Church Gerontologist, Parish Associate, Wedding Administrator, and Administrative Assistant.
  
- Assist regularly in the worship services of the church, preaching at the invitation of the Pastor, as well as leading occasional special worship services throughout the church year.
  
- Undertake other responsibilities assigned by the Executive Associate Pastor/Head of Staff.