

## First Presbyterian Church, Cheyenne, Wyoming

### **POSITION DESCRIPTION: Interim Associate Pastor**

#### OVERALL FUNCTION, SUPPORT AND OBJECTIVE:

To supplement the work of the Pastor (Head of Staff) in the ministry of Jesus Christ in providing spiritual leadership, pastoral care, and direction to the congregation with special emphasis on the ministries of Deacons, Christian Education, New Life and new Members, Mission, and Small Groups

#### ACCOUNTABILITY:

To the Presbytery of Wyoming through the Committee on Ministry  
To the Session through the Pastor (Head of Staff) as immediate supervisor.  
To the congregation according to the terms of call

#### SALARY AND EVALUATION:

Performance and salary shall be reviewed by the Pastor (Head of Staff) in conjunction with the Personnel Ministry and reported to the Session.

Vacation days will be accrued at the rate of ½ day for each week of employment to the maximum of 22 days for a 12 month period.

Sick days will be accrued at the rate of ¼ day for each week of employment to the maximum of 10 days for a 12 month period.

#### DUTIES AND RESPONSIBILITIES:

1. To provide professional support to the Christian Education Ministry, and its programs, to supervise and advise on curriculum development, Christian education classes.
2. To provide ongoing training for all Christian Education personnel.
3. To provide professional support to and be responsible for the development of programming and classes for the Adult Christian Education program.
4. To work with the Mission Ministry in Mission outreach.
5. To work with the New Life Ministry in planning and leading a small group ministry and a program of new member recruitment and integration into the life and fellowship of the congregation.
6. To respond to public requests for assistance with utility bills and special requests for assistance from church members.
7. To work with the Board of Deacons to provide pastoral support and leadership.
8. To assist in preaching the gospel, administering the sacraments and leading in worship in a manner consistent with the Reformed tradition including funerals, weddings, and baptisms.
9. To provide pastoral care as needed through visits in the hospitals and nursing homes in coordination with the Pastor (Head of Staff) and Deacons.
10. To function as Head of Staff and fulfill all pastoral duties when the Senior Pastor (Head of Staff) is absent.

11. To be an advisor for the Youth Director and Children's Ministry Director.

**RELATIONSHIPS:**

The Interim Associate Pastor shall be directed in his or her work by the pastor in consultation with the session through the Personnel Ministry. (Book of Order G-14.501f)

To the Deacons, the Christian Education Ministry, the New Life Ministry, and the Mission Ministry as professional staff resource.

The congregation as Associate Pastor.

To the Director of Children's Ministry and Youth Director as an advisor.

To the Deacons as pastoral advisor.

To various other committees, ministries and groups as the need arises in accordance with the job responsibilities.

**Interpersonal Relationship Expectations:**

It is expected of each staff member to make every effort to be compatible with all other church staff members in all aspects of their ministry and interpersonal relationships.

If there is a disagreement, it is expected that the persons involved will speak with one another in person and make every effort to resolve the problem in a loving and Christian manner, and in accordance of the teachings of our Christian faith.

If this step does not resolve the issue, it is expected that they will meet with the Head of Staff or a member of the Personnel Ministry to work out a solution.

If further resolution is needed, then the persons involved shall meet with Personnel Ministry.

It is expected that each member of the staff will have a copy of the personnel policy, will be familiar with it, and will sign the form that a copy has been received.

The Interim Associate Pastor will submit to a criminal background check at the expense of First Presbyterian Church.

The Interim Associate Pastor will receive a copy of the church's Sexual Misconduct Policy and the Child Protection Policy and abide by both.