

Presbyterian Church of Palm Harbor Job Description – Pastoral Associate

Title: Pastoral Associate
Reporting To: Pastor
Status: Part-time, Exempt

Position Summary

The Pastoral Associate is a key part of the Presbyterian Church of Palm Harbor's (PCPH) leadership team, contributing to achieving the mission of the church and providing key spiritual, administrative, and pastoral support. This person will serve alongside the Pastor, specifically assisting in leading the church staff and session members in calling, equipping, and sending the congregation in ministry to be disciples in Christ's work in the world. The Pastoral Associate will also support and enhance existing ministries and help open the door to new discipleship opportunities and innovations. In times of pastoral transition, the Pastoral Associate (with oversight and approval from the session) will help and guide the disciples of the church and sustain the ministries through the job description listed below.

Essential Responsibilities

- Lead Children, Youth & Family ministry, including but not limited to planning:
 - promoting, implementing, and overseeing programs
 - hiring and supervising associated staff, interns, and/or volunteers
 - communicating with attendees and their families and
 - providing spiritual guidance and support to participants, both during programs and on demand (as requested)
- Lead Social Media ministry, including but not limited to:
 - planning, implementing, and overseeing social media strategy
 - hiring and supervising associated staff, interns, and/or volunteers
 - acquiring and managing computers and other equipment as necessary and
 - coordinating funds acquisition for related specialized equipment
 - interacting with those who reach out via social media platforms, providing support, pastoral outreach, and invitation to become more engaged with PCPH
- Oversee planning and implementing of online worship, including but not limited to:
 - Acquiring, overseeing, and monitoring equipment and technology necessary to live stream weekly Sunday worship
 - Hiring and supervising associated staff, interns and/or volunteers to facilitate live stream of worship service
 - Coordinate with vendors to diagnose and repair issues with technology as needed
- Lead worship services at least every six weeks as pulpit fill, to include developing and delivering sermons; this duty is a minimum requirement and may be expanded further depending on church needs and Pastoral Associate availability
- Provide administrative support as needed, including administrative duties associated with ministry requirements
- Provide pastoral care for those in crisis, hospitals, nursing homes, those recovering from illness or injury at home, or those requiring additional spiritual support in times of need.
- Leading small groups as needed
- Assist with sacraments as necessary, including presiding over Communion, Home Communion, and Baptisms at PCPH.
- Support special church events, including, funerals, and new member classes
- Attend Session meetings, providing support, information, and feedback to include a monthly report on all activities
- Act as primary Community Outreach Coordinator, coordinating PCPH involvement with and attending community functions, responding to inquiries from visitors and community members
- Act as primary contact for Church Life and Worship committees
- Additional duties as required

Minimum Qualifications

- At least 6 months' progress in an accredited seminary program.
- A dedicated, gifted, and Spirit-filled follower of Jesus who both hungers for God's Word and guidance and can teach it
- Intermediate knowledge of at least three components of Microsoft Office, 2+ years' experience in Windows OS and 1+ years' experience in social media campaign and management

Preferred Qualifications

- Previous experience as an employee of a church, either in ministry, administrative or pastoral roles
- Previous experience working with diverse populations
- Lived experience and knowledge of the Palm Harbor and surrounding communities
- Supervisory/management experience

Knowledge, Skills & Abilities

- Excellent oral communication skills, both one-on-one and in front of assembled groups, capable of sincerely sharing the Word of God and providing spiritual leadership to diverse individuals
- Excellent written communication skills
- Demonstrates a commitment to church revitalization and growth as people are connected to Christ
- Leadership skills based on compassion, support, and teamwork
- Demonstrates an open and approachable personality
- Willingly and professionally receives feedback and demonstrates humility and accountability
- Knowledge of effective grant writing and persuasive proposal writing is preferred but not required

Work Schedule

This position is part time at 20 hours per week, but hours will vary based on demand. The successful candidate must be available to work nights and weekends as required, including occasional overnight commitments to youth programs (such as on retreats).

Physical Requirements

- Must be able to stand and walk for up to 6 hours per day
- Must be able to adapt to high pace environments occasionally moving/lifting lightweight equipment and other work-related objects up to 25lbs
- May have to work late nights, weekends, and in outdoor weather
- Able to safely and successfully perform the essential job functions consistent with ADA, FMLA, and other federal, state, and local standards, including meeting qualitative and/or quantitative productivity standards
- Able to maintain regular, punctual attendance consistent with ADA, FMLA, and other federal, state, and local standards

This job description indicates in general terms the type and level of work performed, as well as the typical responsibilities of this position. Management and/or Session reserves the rights to modify, change, add or rescind the work assignments of different positions and make reasonable accommodations so that qualified employees can perform the essential functions of the job. Nothing in this position description changes the at-will employment relationship between the PCPH and its employees.