

## POSITION DESCRIPTIONS

### **ASSOCIATE MINISTER**

The associate minister usually has some responsibilities in worship, in preaching, and in administrative areas of the church's ministry. Other responsibilities may vary according to the needs of the church and the abilities of the associate. She/he is usually expected to serve in regular areas of pastoral ministry such as teaching, visitation, administration and evangelism, as well as some preaching and worship leadership. He/she may represent the church in denominational and ecumenical activities, especially those relating to his/her areas of primary program responsibility.

The associate minister should be expected to be part of a close team relationship with the senior minister and any other staff persons. Weekly staff meetings, staff retreats and the coordination of program planning and evaluation among staff leadership are essential in overall staff leadership. This person will become part of a pastoral ministering team, knowing that this is the will of God for him or her at the present time. Salaries, benefits such as retirement, health insurance, professional expenses such as conference expense, continuing education and time off, will vary in churches of varying size and ability to pay. Such items should be negotiated and agreed upon with the minister at the time of employment, and reviewed at least annually.

The Associate Minister is:

Accountable to: The board or committee which may be prescribed (the Board of Deacons or the Board of Christian Education perhaps), and the senior minister.

Accountable with: The senior minister and other staff members as a team and the congregation as a family for the total ministry of the congregation and the mission to the community and world.

Accountable with: The staff relations committee for cooperative and effective ministries and relationships.

Accountable with: The denomination, Region/State/City and national leaders and ecumenical groups, for meaningful participation in programs and events and the support of same.

Accountable for: Possibly these areas of responsibility:

#### Worship Services

1. Preaching, may be called upon to preach up to \_\_\_ times a year, and/or negotiated with senior minister and worship committee for specified times.
2. Assist, or lead when necessary, in the administration of the ordinances, reception of members, and other services of the church.

### Christian Education (or Teaching)

1. Assist in planning and teaching preparatory membership classes/groups for children, youth, and/or adults.
2. No continuing class assignment but may teach occasionally by invitation when not preaching.
3. The total education program of the church (or specified portions of the program) which would involve church school administration and development, ministry with children, youth and adults.
4. Specified ministries may be in family life, youth, young adults, single adults, older adults. Also, this may be defined as specialized areas of ministry according to the expertise of individual staff person or specific needs of the church.
5. Small group facilitation (organizing and resourcing study groups, prayer groups or work groups).

### Visitation

1. Calling: reports to be made to senior minister, and possibly a designated officer
  - A. Share in prospective membership calls
  - B. Hospital visitation
  - C. Follow-up of funerals, weddings and convalescence
  - D. Routine calls on members with special concern for inactives
  - E. Special calls (crises, etc.)
2. Facilitation of a visitation program.

### Administration

1. Serve as ministerial representative on specified boards and committees.
2. Building and Maintenance (a possible accountability)
  - A. Direct supervision with cooperation of property committee, of janitorial staff, with responsibility to fix hours of work, assignment of duties, and follow-up to see that work is completed.
  - B. Purchase building and janitorial supplies.
  - C. Supervise the upkeep of the buildings and grounds in cooperation with property committee (trustees).
  - D. See that opening and closing of the building are properly attended to.

### Other Responsibilities

1. Counseling by request and reference.

2. Conduct weddings, funerals, and other services by request and reference.
3. General availability to assist in work of local church life.
4. Community ministry - cooperation in interdenominational and community programs.

#### Denominational and Inter-denominational Activities

1. Participate in ABC Ministers Council, pledge to its Code of Ethics, and actively pursue those ideals.
2. Participate in, cooperate with clusters or associations, region/state/city and national programs, events and activities.
3. Cooperate with other local churches in appropriate ecumenical efforts and witness. Be involved in other community agencies and programs.
4. Support denominational programming and institutions.

#### Personal Growth and Re-creation

1. Appropriate time for personal reading, research and meditation.
2. Plan for and complete two Continuing Education Units or equivalence annually.
3. Take one month vacation each year.
4. Have one to two days off each week.
5. Attend denominational and interdenominational conference and conventions regularly and encourage other staff persons and members of the congregation to do likewise.

#### Evaluation

There will be periodic review (annually) with staff persons and staff relations committee. Such appraisal on the part of the minister as well as the church leader group can increase effectiveness as well as improve communications. Positions are likely to be rewritten when there are changes in staff. Evaluation can be a positive and growing experience with emphasis on the positive qualities of leadership, the achieving of objectives and the determining of new objectives. Unreached objectives or weaknesses in leadership can be discussed in love and with plans for improvement.

*12/82*