

Palms Presbyterian Church
Job Description: Designated Associate Pastor

Position: Designated Associate Pastor

Reports to: Pastor, Head of Staff

Supervises: Congregational Care Coordinator

Job Summary

The Designated Associate Pastor supports the vision of Palms and assists with implementing the strategy for the Palms community. This position serves a key function in leading the Pastoral Care, Serve and Disciple Connection ministries and Congregational Care. The position supports the Pastor and the Worship Ministry in the worship life of the congregation. The Associate Pastor is responsible for resourcing and assisting the global and local missions. The Associate Pastor supports the Deacon Ministry of the church. This is a full-time, non-installed position.

Essential Functions

Pastoral Care

- Assists the Pastor in providing pastoral care for the congregation.
- Coordinates and participates in a 24-hour emergency call line with Pastor.
- Provides personal spiritual counseling, care or referral to those seeking Pastoral care.
- Supports and resources the Palms Health Ministry in providing health services and programs to disciples.

Serve

- Serves as staff liaison for the Outreach Ministry working with the Congregational Care Coordinator & Outreach teams to discern the Spirit's lead as we partner with members of the community and world to serve God's mission through Palms, meeting with teams, and meeting monthly with the chair and co-chair and ministry members for planning and evaluation.
- Provides pastoral & administrative support to the Congregational Care Coordinator for the Deacon Ministry.
- Develops and nurtures relationships with all mission partners, strategically seeking opportunities for engagement for Palms disciples.
- Provides support and guidance to adult mission trips stateside and globally.
- Serves as a public face of Palms at mission partner events such as dedications, ribbon cuttings, fundraisers, etc.

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Disciple Connection

- Oversees the New Disciple process at Palms, including follow-up to visitors, new disciple class recruiting, and new disciple integration.
- Assists Palms' disciples to identify and utilize their gifts and talents, both in service to the congregation and in service to the world.
- Provides entry points for visitors and guests to connect with the people and programs of Palms.
- Partners with other ministries to help disciples and guests connect and grow in their discipleship through faith formation groups, small groups, classes and service/volunteer opportunities.
- Develops Palms' vision of building bridges in the community utilizing its facility, location and impact in the beach's community.
- Coordinates empowering guest services volunteers (greeters, informational kiosk, Sunday snacks, guest fit, etc).

Staff Development

- Effectively delegates responsibilities to the assigned staff in light of the strategic plan.
- Participates in weekly staff meetings and assists Pastor in keeping staff members informed.
- Effectively supervises direct report(s) to help them achieve performance objectives.
- Participates in continuing education.
- Consistently projects a teaching spirit.

Worship

- Participates in worship leadership; preaches every 4-6 weeks.
- As requested, participates in ceremonies such as baptisms, marriages, funerals and memorial services.
- Coordinates weekly Wednesday evening prayer services.
- Assists with Palms' Pre-School Chapel events.

Core Competencies

- Theological/Spiritual Interpreter
 - Compassion
 - Hopeful
 - Preaching and Worship Leadership
- Communication
 - Public Communicator
- Organizational Leadership
 - Advisor
 - Organizational Agility
 - Collaboration
 - Decision Making
- Interpersonal Engagement
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 - Flexibility

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Minimum Qualifications

- Prefer 2 years or more of experience in church leadership.
- M.Div. required. Advanced degrees desirable.
- Demonstrates the appropriate leadership skills for a church environment.
- An effective team player who can work well with the congregation and church staff.
- Effective speaking skills as demonstrated in the pulpit and with small groups.
- Excellent communication skills; an effective listener and communicates with compassion and empathy.
- Excellent study skills, someone who is consistently developing their knowledge and ability to lead and teach others. Consistently projects a teachable spirit and serves as a teacher in all aspects of the life of Palms.
- Engages in study, prayer and other spiritual practices that develop and deepen the life of the Pastor and the congregation.
- An administrator who can manage numerous priorities.
- Highly motivated and action-oriented.
- Technical competence in Presbyterian church operations.