

Part-time Associate Pastor
Job Description

Our Mission

Making Christ Known – by gathering, growing and going.

Our Vision

We are a congregation growing in the likeness of Christ by:
- worshiping, praying, and studying God's word;
- being together with other people; and
- acting in faith through words and deeds
both inside and outside our church walls.

Supervisor: Senior Pastor

Compensation: Part-time position (20–25 hours/week), synodical salary and benefit guidelines

Qualifications: Ordained ELCA Lutheran pastor, currently rostered with the ELCA; excellent verbal and written communication skills; organizational skills and time management; computer literacy, musical talent desirable; ability to work in a cooperative, team-based leadership style with staff and volunteers

Conditions: This would be a term call for a period of two (2) years at which time the call will be reviewed and possibly extended.

Specific Responsibility: Lead the Christian Education Ministry

1. Supervise Sunday School and Vacation Bible School
 - a. Recruit and train lay leaders for both
 - b. Aid in curriculum selection and development
2. Assist in all facets of adult education
 - a. Work with lay leaders to develop bible study programs
 - b. Recruit and train lay leaders for small group studies
 - c. Aid in New Member class preparation and presentation
3. Coordinate with the Director of Youth Ministry when applicable.
4. Keep the congregation informed of Christian education opportunities using the Communicator, the weekly bulletin, email updates, and any other effective means of communicating with the congregation.

General Responsibilities:

1. Be part of the worshipping community at Christus Victor Lutheran Church.
2. Share in preaching responsibilities as directed by the senior pastor.
3. Share in baptisms, weddings and funerals, as agreed upon with senior pastor: Serve as liturgist/celebrant; help with special services (Holiday, Lenten, Unity).
4. Pastoral care: share in calls on shut-ins, hospitalized, bereaved; pre-marital counseling.

5. Take time to get to know our church family and personality, and make every effort to support our church's ministry.
6. Be supportive of existing ministries, church members and staff.
7. Submit a monthly written report to the Congregation Council of ministry done.
8. Write a year-end report for the Congregational Year-End Reports booklet.
9. Write a monthly article for the Communicator.
10. Attend all Congregation Council meetings, retreats, and functions as well as all Congregational meetings.
11. Attend weekly staff meetings and any other meetings required by the Senior Pastor.
12. Seek continuing education
13. Take time for yourself, for your own personal and spiritual growth.
14. Preach and teach in accordance with the Holy Scriptures and the Confessions of the Lutheran Church; love, serve, and pray for the people of God and lead them by your example in grace, in faithful and loving service.

Conditions:

1. The Associate Pastor and the Senior Pastor will carry out a team approach to the office of ministry.
2. There will be yearly job performance reviews at which time you will share in evaluating your work and in setting new goals. A final evaluation will occur at the conclusion of the two-year term, at which time the decision will be made as to whether the term call will be extended.
3. You will have 2 weeks of vacation, which cannot be saved and rolled into the next year. Vacation times will be turned in to the Senior Pastor, per Human Resource policy, and coordinated with the Senior Pastor.
4. The work week will be 20-25 hours per week with the understanding that at times the hours may be greater in order to complete all ministry responsibilities. You will get one Sunday per month off.