

POSITION DESCRIPTION (updated 4-30-24)

Associate Pastor

The Presbyterian Church of Okemos

2258 Bennett Road, Okemos, Michigan 48864

(517) 349-9536 office@okemospres.org

The Associate Pastor is a full-time position, working in partnership with the Pastor/Head of Staff, to guide the Presbyterian Church of Okemos as it lives out its vision to be and become

- *A welcoming congregation where meaningful connections are made.*
- *A congregation that is intergenerationally inclusive.*
- *A congregation actively building partnerships.*

As these vision statements above were recently adopted by PCO, the Associate Pastor will have significant leadership in creating worship services, organizational structures, programming, and partnerships to better reflect these commitments. Continuing education in community development, intergenerational pastoral care, and ministry with diverse populations (e.g., racial, ethnic, sexual orientation) will be encouraged.

PRIMARY RESPONSIBILITIES

1. Provide primary leadership for the vision of active intergenerational ministry as the means of faith formation for children, youth and adults. Faith formation includes worship, educational, service, and fellowship opportunities.
 - a. Serve as a staff liaison to Session committees responsible for faith formation (currently Christian Education Children and Youth and Adult Education) and attend their monthly meetings. Attend the monthly meetings of the Worship & Music committee.
 - b. Coordinate educational offerings on Sunday mornings and throughout the week, with an emphasis on programming that is inclusive of all generations. While some programming may be age-specific, intentional opportunities for children, youth and adults to learn together is desired.
 - c. Develop and teach at least two multi-week educational offerings during the year
 - d. Support on-going intergenerational mission, service, and fellowship activities in the church. Seek ways to expand activities that have previously been age-restricted. Develop new opportunities for service and fellowship that deepen relationships across generations.
 - e. At least once a quarter, attend the Mission Committee and Parish Life Session Committee meetings to facilitate intergenerational service and fellowship opportunities.
 - f. Work closely with Session ministries and the Pastor to develop and sustain partnerships with other faith communities and community organizations to support faith formation ministries. Coordinate joint youth group and confirmation activities, community service opportunities, pulpit exchanges and/or worship service partnerships.
 - g. Communicate the vision of active intergenerational ministry through monthly articles in the church newsletter and at least monthly communication with parents.
2. Partner with Pastor/Head of Staff in worship leadership.
 - a. Preaching approximately once a month, (range 10-15 times a year)
 - b. Creating and leading liturgical elements for Sunday worship each week
 - c. Development of new seasonal worship resources to promote the full inclusion of people all ages and backgrounds in worship (e.g., Advent, Christmas, Lent, Pentecost, Ordinary Time)
 - d. Liturgy creation and worship leadership in special services, such as Christmas Eve, Ash Wednesday, Maundy Thursday, Agape Meal, and Youth Sunday
 - e. Opportunities to develop special services throughout the year (e.g., services of healing and wholeness; prayer services, family-oriented worship)
 - f. Assisting with officiating communion (once a month) and baptism (as needed)
 - g. Officiating or co-officiating funeral, memorial services, weddings (as needed)

OTHER MINISTRY RESPONSIBILITIES

1. Working with Session committees, develop and nurture a solid volunteer base to support the faith formation ministry.
2. Provide training, support, and inspiration for teachers, leaders, and volunteers and ensure adherence to church policies. Maintain an updated child protection policy and boundaries training program.
3. Provide leadership for the existing Middle School/High School youth group, utilizing a core of volunteers. There is potential for a part-time paid coordinator to assist in this work.
4. Continue our commitment to developing a sustainable youth ministry program, working with our intergenerational youth council, volunteers, and appropriate Session committees.
5. Work with the Pastor and Board of Deacons to provide spiritual nurture and pastoral care to families. Attend the Board of Deacons meetings at least once each quarter.
6. Assist the Pastor in providing care for members, visitors, the home-bound, hospitalized, and those residing in care facilities (monthly visits)
7. Provide energetic leadership and support for initiatives to build a congregation where all people can feel accepted, encouraged, and embraced as beloved.
 - a. Assess faith formation programs to promote broad inclusion, with special attention to the LGBTQ+ community, people of color, and those of varying economic backgrounds
 - b. Work with church committees to promote leadership opportunities and leadership development across the breadth of the church community.
 - c. Help connect new members and visitors into the life of the community through opportunities for fellowship, service, education and worship leadership.

QUALIFICATIONS

Ordained in the PC(USA) or a denomination that is in full communion or covenant with PC(USA). PC(USA) candidates who are certified eligible to receive a call may apply. Master of Divinity degree from an ATS-accredited seminary or divinity school and Clinical Pastoral Education (CPE) are required.

SALARY AND BENEFITS Salary and benefits will be based on experience and commensurate with Presbytery of Lake Michigan guidelines.