

Interim Associate Pastor Responsibilities

Christian Education

1. Lead, support, & facilitate the Christian Ed/Spiritual Formation, especially for adults.
2. Annually, teach 2 to 3 adult ed class series.
3. New opportunities beyond Sunday mornings (especially for young adults).
4. Annual Congregational retreat.
5. During Advent and Lent: on-campus events, daily devotionals, other possibilities.
6. Primary staff support to Christian Ed Team (including Adult Ed Planning Team).

Deacons

1. Primary staff member to meet with and help people with emergency assistance needs.
2. Lead development of possible new fellowship groups, especially for young adults, middle-aged adults and parents. Promote inclusion of new members and those who are single or widowed.
3. Make any necessary information corrections on the Deacon's weekly home touch letter.
4. Primary staff support to Deacons and Deacon teams:
(Fellowship, Prayer & Presence, Compassion & Assistance)

Invitation

- 1) Develop and encourage the congregation's understanding of & practice of evangelism.
- 2) Primary staff support to Invitation Team.

Worship

- 1) Preach once a month (or more if needed), assist in worship leadership on a regular basis.
- 2) Coordinate/lead children's times in worship on Sunday's scheduled to preach and other times when asked.
- 3) Train liturgists when needed.
- 4) Meet with the Stream Team on Sunday mornings to coordinate the worship service for the livestream. Communicate in advance with the Stream Team, musicians, liturgists, and staff in regard to needed information for Sundays

Stewardship

- 1) Encourage/interpret the stewardship of the congregation throughout the year.
- 2) For the annual campaign, work with the Stewardship Team on themes, letters, and other communications and include a sermon that relates to stewardship.
- 3) Primary staff support for the Stewardship Team.

Pastoral Care

- 1) Primary staff support to Stephen Ministry, attending their monthly meetings.
(The HOS, who does the most pastoral care, will continue to refer people to Stephen Ministry.)
- 2) Primary person to visit inactive members.
(Meet with the clerk and several longtime members a few times a year to update rolls.)
- 3) If needed, facilitate or find leadership for support groups.
(We currently have depression & grieving groups with leadership in place.)
- 4) Share with Head of Staff the visitation of members who are homebound or in nursing homes.
- 5) When requested, provide counseling.
- 6) Assist the HOS with pastoral care when requested.
- 7) Share with HOS the leading of new member classes and session retreats.
- 8) When needed, either to assist the HOS or when asked independently, provide for baptisms, weddings, and funerals.

MarCom (Marketing & Communications)

- 1) Contribute publicity and articles as needed to be used for weekly church e-newsletter, the website, and social media. (Alternate with the HOS in writing the lead article for church e-newsletter)
- 2) Investigate and facilitate ways in which the congregation can become more visible in the community.

Buildings and Grounds

1. Supervisor of Property Manager.
2. Primary staff support of Buildings and Grounds Team.

Assume other duties as assigned by the Pastor/Head of Staff