



Job Description

Position:	Interim Associate Minister for Education and Contemporary Worship
Date:	March 2019
Classifications:	Full-Time, Senior Staff (ordination preferred), Exempt
Reports To:	Senior Minister
Evaluation Due:	Annually by Senior Minister
Supervises:	Director of Christian Education Director of Contemporary Music and Worship Arts Pastoral Resident for Education
Staff Liaison:	The Ministry of Education and its Committees, Worship Ministry as it relates to Contemporary Worship. Also supports programming for Open Table and is an advisor to Session.

Job Objective

The Interim Associate Minister for Education and Contemporary Worship is responsible to the church to proclaim the gospel of Jesus Christ and administer the sacraments, to teach the Bible and all aspects of the Christian faith and life, to offer pastoral care, to engage in leadership of church life, and to provide other services (baptism, counseling, weddings, funerals) traditionally associated with ordained ministry. This position is responsible for working with the Ministry of Education, its committees and the other educational staff in developing, managing, coordinating and evaluating a comprehensive program of Christian education and spiritual formation for every age and level of Christian maturation, with direct responsibility for adults.

Qualifications

Undergraduate college degree. Ministerial degree from an accredited seminary. Ordination in PCUSA or corresponding denomination. Must demonstrate appropriate theological, doctrinal, counseling, and administrative knowledge and skills. In addition skills in preaching, worship leadership, teaching and small group facilitating are needed.

Duties and Responsibilities

1. Provides regular Pastoral leadership in Worship, preaching, counseling, and pastoral services.
2. In conjunction with other Christian Education staff, the Interim Associate Minister develops a master plan of Christian Education for every age at Covenant by establishing appropriate learning goals with defied expectations; researches and selects appropriate curriculum, establishes a balanced curriculum of study in Bible, theology, history, polity, ethics, spirituality, worship and sacraments, Christian life and stewardship.
3. Provides leadership for the contemporary worship services including planning, liturgy and collaboration on music.
4. Oversees the work of Christian Education, the Pastoral Resident for Education and the Director of Contemporary Music and Worship Arts.
5. Leads, organizes and provides for Adult educational programs, small group Bible studies and spiritual formation groups; plans additional "short term" educational events.
6. Works with the Engagement Ministry to establish, manage and coordinate leadership development programs helping people assess their gifts and callings in service to God. Also designs curriculum and organizes classes for church leaders including new Elders.
7. Provides leadership and teaching in the following settings: retreats, classrooms, small groups.
8. Works with committees in new program development, communications, and budget planning.
9. Oversees departmental budgets and coordinates administrative functions.
10. Works with others in integrating the program offerings of the Ministry of Education with other church ministries.
11. Provides pastoral leadership to other ministry areas when appropriate and is an active participant in the work of the larger church.

Physical Demands: Requires prolonged sitting, some bending, stooping, stretching, standing and lifting up to 30 pounds occasionally. Requires hand-eye coordination and manual dexterity sufficient to operate a keyboard, photocopier, calculator, typewriter and other office equipment. Requires normal and/or correctable range of hearing and vision.

Work Conditions: Work in office environment, involving contact with staff and the Congregation. Regular work week is Sunday through Friday, with one day off. On call for crisis situations.

This list is not intended to be all-inclusive. The employee will also perform other reasonably related business duties as assigned by your supervisor.

21-Mar-19

I have read the above and agree to its provisions.

Accepted by: _____ Date: _____

Copy: Employee, Administrator, Pastor, Personnel Chair