

JOB DESCRIPTION

ASSOCIATE PASTOR		
CLASSIFICATION	FLSA STATUS	DEPARTMENT
Full time	Exempt	Pastoral Leadership

❖ **POSITION OVERVIEW**

The Associate Pastor position at West Side Presbyterian Church is a full-time position that works in partnership with the Senior Pastor towards fulfilling the Session’s mission focus. At present the two areas of mission focus are outreach to young adults and families with young children. This position has particular responsibility with leadership development and team building among the congregation lay leadership. The Associate Pastor serves as the primary leadership development and team builder equipping the congregation in its mission to make disciples among young adults and young families.

❖ **ESSENTIAL FUNCTIONS**

- Faithful and innovative implementation among congregation of the Session’s strategy and vision around the current mission goals, focused in the near term on welcoming young adults and families with young children into this faith family.
- Prayerful encouragement and training of lay leadership.
- Preaching and teaching partnership with the Senior Pastor; envision preaching a minimum of 25% of sermons yearly and partnering with the Senior Pastor as a preaching team throughout the year.
- Creativity and energy around discipleship within the church and beyond its walls.
- Develop creative methods of communicating how we live out our faith at work, in justice/social righteousness and in the arts as winsome witness to the gospel.

❖ **GENERAL LEADERSHIP & MANAGEMENT SKILLS**

1. Demonstrate a capacity to work with the Session and Senior Pastor to diligently and consistently seek new and inventive ways to grow the spiritual prowess of the congregation.
2. Pray with and for the congregation.
3. Together with the ruling elders, encourage the people in the worship and service of God, equipping them for their tasks within the church and their mission in the world.

ASSOCIATE PASTOR JOB DESCRIPTION - CONTINUED

4. Work with others to reach new people and incorporate them into the life of discipleship.
5. Study, teach, and preach the Word, celebrate Baptism and the Lord's Supper.
6. Evaluate programs and staff to help build and strengthen ministry areas under your leadership.
7. Engage skillfully in healthy conflict as needed to maintain genuine unity.

❖ ADDITIONAL RESPONSIBILITIES

Be a colleague in ministry among your peers in the Seattle Presbytery.

❖ INTERACTION AND ENVIRONMENT

Accountable to: the Seattle Presbytery

Reports to and is evaluated annually by: Senior Pastor

Supervises and evaluates annually the performance of: TBD

❖ PHYSICAL ACTIVITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

Energy and enthusiasm for a varied work schedule including periodic late nights, early mornings, and most Sundays. Maintain a rhythm of rest and renewal.

❖ WHAT WE BELIEVE

Please read the [Essential Tenets of Faith PDF](#) as a description of the West Side Presbyterian Church theological position within the PC (USA). By applying for this position candidates will agree to affirm this theological position.

❖ EDUCATION, EXPERIENCE AND PERSONAL QUALITIES

- A mature, winsome relationship with Jesus Christ.
- Theological alignment with our "Essential Tenets" of faith.
- M.Div. or other graduate work commensurate with ordination standards of the PC(USA).
- Excellent communication skills, including interpersonal and preaching/teaching.
- Relationship builder in intergenerational, diverse socio-economic and cultural contexts.
- Experience leading and developing teams in a multi-staff ministry setting.
- Good personal characteristics, including humility, grace, honesty, charisma, and humor.
- Proficient in Microsoft applications and familiarity with social media platforms.

ASSOCIATE PASTOR JOB DESCRIPTION - CONTINUED

❖ HOW TO APPLY

Candidates are encouraged to send their PIF as a self-referral through the [Church Leadership Connection website](#).