

## Memorial Drive Presbyterian Church

*Loving God. Proclaiming Christ. Living Generously. Engaging All*

### Position Description

#### *Associate Pastor - Hispanic Ministries*

<b>Ministry Area:</b>	Fuente Ministries
<b>Reports To:</b>	Pastor for Caring and Christian Formation; Head of Staff
<b>Works with:</b>	Pastor &/or other ministry leaders
<b>Direct Reports on Staff:</b>	Fuente Music Director (PT) Fuente Youth Director (PT) Administrative Assistant (FT)

**Position Description:** The Associate Pastor for Hispanic Ministries will direct, design, and supervise the various ministries, programs, staff, and lay leadership related to the Spanish-Language Ministries of MDPC. This will include leadership, guidance, and resources for both staff and lay members of each of these ministry areas.

#### **Specific Responsibilities:**

- Lead and coordinate Worship for Iglesia Fuente De Esperanza.
  - ❖ Work closely with the Fuente Staff in administering a seamless process of welcoming and helping visitors and new members find a nurturing place in worship and programming;
  - ❖ Conduct general ministries such as baptisms, weddings, funerals, counseling, visitation in homes/hospitals
- Lead and coordinate educational opportunities, as well as develop new opportunities for spiritual growth and development.
  - ❖ Provide leadership, coordination, and oversight to various programs of the Fuente Ministry, such as Food Pantry, English Class, Bible Studies, Summer Soccer Camp;
  - ❖ Supervise and coordinate the staff of Fuente Ministries; evaluate ministry programs, supervise and evaluate staff.
- Utilization of Volunteers – primary responsibility for defining volunteer roles, and oversight of those who select, train, and provide work direction for volunteers
  - ❖ Provide leadership in recruiting, training, mobilizing, and deploying volunteers in ministry;
  - ❖ Work directly with staff to provide leadership for the volunteer leaders in the development of worship, programs, and classes for spiritual growth and development;
  - ❖ Direct impact on approximately 75 volunteers
- Financial Accountability (not including payroll)
  - ❖ In collaboration with Fuente Staff, maintains receipts and expenditures of the ministry area
  - ❖ Level of responsibility – direct impact – direct responsibility for the preparation and management of the Fuente budget (entire Ministry area represents Leadership ability, humility, and a spirit of partnership and teamwork)
- Other duties as assigned by the Senior Pastor/Head of Staff or as applicable to the position.

**Qualifications:**

- Minimum of a Master of Divinity Degree
- Ordained (or ordainable) ECO Pastor (Minister of Word and Sacrament)
- Fluently bilingual in Spanish/English
- Minimum of five years’ experience in parish ministry
- Proven ability to develop and administer a successful ministry area in a large, multi-staff church
- Excellent interpersonal and communication skills.
- Good preacher: excellent command of public speaking.
- A holy curiosity for the work of God in and through a diversity of cultures and countries of origin.
- Multicultural: Deep knowledge of the Hispanic community in the United States, including an understanding of the issues and challenges faced by the community. Good mediator; able to build bridges between cultures (both within sub-cultures in the Hispanic community, and between Hispanic and non-Hispanic members of the church).
- Ability to work with volunteers; willingness and eagerness to delegate wisely
- A empathetic heart and a pastoral schedule in which to respond in a timely way to crisis situations
- In tune with the community, and able to connect with younger members
- Entrepreneurial, flexible, adaptable, familiarity with social media and technology.

**Expectations of All MDPC Employees:**

- A personal and growing commitment to Jesus Christ as Savior and Lord;
- A commitment to the authority of Scripture and to a lifestyle of Christian holiness;
- A willingness to work within the framework of MDPC’s polity and procedures;
- A willing heart, teachable spirit, and positive attitude;
- A team ministry commitment which places the good of the whole over individual goals;
- An appreciation for working collaboratively with staff and church members;
- A professional approach and appearance;
- Integrity, humility, flexibility, and a sense of humor;
- A passion for excellence for the glory of God.

*The above statements are intended to describe the general nature and level of work for this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required.*

*MDPC is committed to the principle of diversity in employment for all qualified persons, without regard to race, color, national origin, sex, disability, or age. Each employee is expected to honor and respect all other employees and*

*to demonstrate commitment to these principles of diversity. Non-compliance with this policy may result in termination.*

**Acknowledgment:** \_\_\_\_\_  
(Employee’s Signature) (Date)

\_\_\_\_\_  
(Supervisor’s Signature) (Date)