

Pear Orchard Presbyterian Church

POSITION TITLE

Associate Pastor of Missions and Outreach

This member of the pastoral staff will be called by the congregation per BCO 22-2 and 22-4.

Department of Labor Classification

Exempt-Learned Professional

Civil Rights Act of 1964 Classification

Faith Based Position

Reports to:

The established lines of accountability will be as follows:

1. Day to day supervision: Senior Pastor
2. Items for Sessional approval: Session
3. Ministerial vows and *Book of Church Order* obligations: Presbytery

Characteristics of Work

General Purpose of the Position

The pastoral personnel at POPC will function in a strong team atmosphere employing their mutual gifts to the common purpose of shepherding the flock under their care to fulfill the Mission Statement of POPC for the Glory of God.

In keeping with the privilege of this high calling, the ministry will require time spent considerably beyond a 40-hour workweek. However, this must never be at the expense of his relationship with the triune God and the shepherding of his own family.

Essential Functions

1. As an ordained minister, he will participate in supportive team fashion in all phases of the pastoral ministry to the congregation. This would include preaching, teaching, worship leadership, counseling, discipling, evangelizing, visitation, administration, weddings, funerals, or other pastoral duties as the Senior Pastor, Session, or congregational needs require.
2. He will assist the officers in casting vision for and providing oversight of outreach ministry to Ridgeland in particular, and the Jackson metro area in general.
3. He will be the primary staff liaison with the church Missions Committees, Missions Festival Committee, and mission trips.
4. He will be the primary staff liaison with the Men's Ministry Committee.
5. He will teach Sunday School as requested by the Session.
6. He will assist the pastoral staff in mentoring Interns.
7. He will assist the pastoral staff in the development and oversight of ministries headed by various officers and members of the church, enabling them to be effective leaders according to their gifts and calling.
8. As a member of the Presbytery of the Mississippi Valley, he will be expected to fulfil his obligations to Presbytery commitments, which includes attendance at Presbytery meetings and service on Presbytery committees and working bodies.
9. Additional responsibilities as assigned by the Senior Pastor

Education, Training and Experience Requirements

This position is required to be ordained by the Presbyterian Church of America, therefore, this man must conform to the educational and theological requirements of the General Assembly and Presbytery as published in the Book of Church Order by the Stated Clerk of the PCA. To be approved as an Associate Pastor, it is preferred that the candidate have previously served at least two years as an Assistant Pastor.

Physical Requirements

The physical requirements listed herein are not exhaustive and additional job-related physical requirements may be added on an as-needed basis. Corrective devices may be used to meet physical requirements. These are typical:

1. Frequent operation of keyboard devices
2. Occasional lifting of moving of light to medium weight (60lbs.) objects
3. Frequent operation of a motor vehicle
4. Frequent operation of general office/clerical machinery
5. Occasional bending, reaching, standing, kneeling or climbing
6. Sustained ability to read, hear and speak

Competencies

The competencies listed herein are not exhaustive and additional job-related competencies may be added on an as-needed basis. The employee will be expected to demonstrate these competencies and may be evaluated on these competencies in the performance appraisal system. Failure of an employee to successfully demonstrate some or all of these competencies, as deemed important by his or her reporting official, may result in the employee being officially reprimanded or terminated. These competencies include:

1. Integrity and Honesty - Demonstrates a sense of responsibility and discretion, particularly with regard to the financial information with which he or she has been entrusted.
2. Work Ethic - Is productive, conscientious, effective, and efficient.
3. Accountability - Demonstrates and accepts responsibility for actions.
4. Interpersonal Skills - Demonstrates understanding, courtesy, tact, empathy, and concern when interacting with others.
5. Communication Skills - Receives, interprets, and responds to verbal and written messages and uses multiple modes of communication to convey information in a clear and concise manner.

EMPLOYEE SIGNATURE _____ DATE _____
Job Description approved by the Session _____