

Position Description  
Stated Supply Associate Pastor

**PURPOSE:**

At Falls Church Presbyterian Church (FCPC), we believe that God has called us to an alternative, counter-cultural way of being together: sharing God's love, acceptance and hope through concrete acts of love and service to those who most need to experience it. The Stated Supply Associate Pastor (SSAP) will work to nurture Christian faith, discipleship, and fellowship and a sense of community among FCPC adult members and visitors, complementing the efforts of FCPC's Director of Spiritual Growth and Community Engagement with children, youth and their families, to support all members of a diverse, multigenerational FCPC church family.

**POSITION CLASSIFICATION:**

The SSAP is a part-time (20 hrs. per week), exempt position eligible for prorated vacation, study leave, sick leave, and health insurance.

**REPORTING AND DIRECTION:**

The SSAP reports directly to the Head of Staff and supports the work of the Deacons and the Mercy Ministry and Justice Ministry Teams to implement Christ's teachings through active discipleship, education and spiritual formation programs for adults.

**ESSENTIAL FUNCTIONS:**

- Recruits, resources, coordinates, and equips leaders for adult education programs
- Recruits, coordinates, resources, and equips leaders for small group and other adult discipleship and Christian fellowship opportunities
- Develops and maintains resource library for adult spiritual growth programs
- Provides staff support and ongoing opportunities for growth of members of the council of deacons
- Provides worship leadership in coordination with head of staff, including preaching 6-12 times/year
- Works with congregants to plan and organize congregational retreats

**OTHER RESPONSIBILITIES:**

- Provides staff support for Welcome Table, and facilitates ongoing growth and development of volunteer base
- Provides pastoral care in coordination with head of staff (including home and hospital visitation, premarital and short-term counseling)

## **MINIMUM REQUIREMENTS:**

- Master of Divinity degree from accredited seminary or divinity school
- Ordained or eligible for ordination as a teaching elder in the PC(USA)
- Training and competence in spiritual direction, spiritual formation, and small group development

## **CORE COMPETENCIES:**

- **Spiritual Maturity:** Maintains regular disciplines of prayer, study of scripture, and personal accountability with others reflecting a commitment to Christ and His Church. Models and nurtures humility, openness, accountability and servant leadership in pastoral and spiritual direction relationships.
- **Interpersonal Skills:** Demonstrates the ability to compassionately lead others. Demonstrates the skills of active listening and openly accepts criticism. Respects others and their views. Productively engages and resolves interpersonal conflict. Holds others accountable in a spirit of love. Engages people positively, with a demeanor of optimism and abundance. Communicates effectively in writing as well as orally.
- **Team Building Skills:** Guides leaders in the process of sharing best practices, identifying and solving common problems. Works with leaders to regularly assess the health of teams and groups. Recognizes dysfunctional team behavior and sources of such dysfunction including those from outside the team, redirects dysfunctional team behavior into functional behavior and addresses external sources of such behavior. Creates and communicates vision, direction and goals for the team's efforts.
- **Leadership Development:** Is a good judge of talent and spiritual giftedness. Can accurately project how people are likely to perform in a variety of settings. Provides challenging and stretching tasks and assignments for developing leaders. Stretches people to try new skills and accept new levels of responsibility.

Approved by Session \_\_\_\_\_, 2021