

JOB DESCRIPTION

ASSOCIATE PASTOR FOR CONGREGATIONAL CARE (STATED SUPPLY)

VIENNA PRESBYTERIAN CHURCH

JOB CATEGORY: Pastor

POSITION TITLE: Associate Pastor for Congregational Care

CLASSIFICATION: Full-time, Stated Supply Contract

REPORTS TO: Lead Pastor

DIRECT REPORTS: Congregational Care Manager

SUMMARY OF THE POSITION

The primary goal of this position is to work across the life of the church in collaboration with the pastors, directors, lay leaders, and volunteers to develop, equip, and execute the Congregational Care Ministries, and to provide oversight and development of ministries that strengthen the relational life of those inside the church.

MAJOR TASKS, DUTIES, AND RESPONSIBILITIES; ESSENTIAL FUNCTIONS

Congregational Care

- Develop and oversee annual and long-term strategic plans for the Congregational Care Ministries, and continually align these important ministries with the mission and vision of Vienna Presbyterian Church.
- Shepherd and nurture the lay leaders and life of our Congregational Care Ministries.
- Oversee all Congregational Care ministries, including but not limited to: Deacons, Stephen Ministry, GriefShare, DivorceCare, Mental Health Ministry, Park St. Fellowship (Dementia Care Ministry), and 60+ Fellowship Ministry.
- Develop new Congregational Care Ministry opportunities when a need is identified, and nurture the growth of new ministries.
- Lead a coordinated approach with staff to ensure that the church family is equipped and mobilized to live out our vision and mission.
- Conduct congregational care visitations to those in need due to illness, hospitalization, surgery, or other life events.
- Provide pastoral care for those in crisis who would welcome care.
- Ensure that all crisis and counseling needs are addressed in concert with the rest of the pastoral staff, trained lay ministers, and outside professional resources.

Lead, Mentor, and Equip Direct Reports

- Provide direct leadership to the Congregational Care Manager and develop a plan to share and delegate responsibilities for Congregational Care Ministry oversight and care visitations.
- Meet regularly with direct reports and ministry lay leaders to strengthen their individual ministries and work collaboratively to accomplish the overarching vision of Congregational Care ministries.
- Provide support to direct reports and lay leaders for Congregational Care ministries and manage conflict that may arise in such ministries with members of the congregation.
- Encourage cutting-edge continuing education opportunities for all direct reports.

Worship and Leadership

- As a key part of the pastoral team, share in the implementation of the church's mission.
- Serve as primary leader and pastor for memorial services and funerals, in collaboration with the Lead Pastor, other pastors, staff, and lay leaders providing support to this ministry.
- Participate or lead in worship as needed. Lead additional worship services and weddings as needed.
- Work collaboratively with all pastoral staff.

QUALIFICATIONS

- A fully devoted follower of Christ in all facets of life and ministry.
- Ordained or eligible to be ordained in the PCUSA.
- Possesses a contagious and authentic joy for the work of God at VPC and in the world.
- Affirms the mission and values of VPC and is willing to be guided by them.
- Has a shepherd's temperament; a servant-leader heart.
- Experience providing and overseeing congregational care across a large, diverse congregation.
- Excellent interpersonal, written, and verbal communication skills.
- Dependable, organized, and detail-oriented with the ability to multi-task with flexible responsiveness to changing ministry challenges.
- Ability to work collaboratively with significant numbers of people, including paid VPC staff, fellow pastors, and volunteers across the range of VPC's ministries.
- Master of Divinity degree
- Computer proficiency

WORKING CONDITIONS

The working conditions of the Associate Pastor for Congregational Care are those of a normal office environment; the physical demands are those necessary to successfully perform the major tasks, duties, responsibilities, and essential functions of the position as outlined in the previous paragraphs. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.