



April 2021

Job Title: Parish Associate

Job Overview:

The Parish Associate is responsible for providing effective spiritual leadership for the members of FPC Northville through the gifts of preaching, prayer, and presence, sharing the word of God and the news of Jesus Christ through regular and appropriate learning encounters, and to help the congregation and community at-large to understand and experience the love of Christ and develop a strong foundation in faith.

Reports To:

Reports directly to the Pastor – Head of Staff and cooperates with other ministry directors

Responsibilities:

Leadership and Discipleship

- Attend regular staff meetings as appropriate – can be via Zoom, etc.

Pastoral Care:

- With the Senior Pastor, share pastoral care duties where possible
- Support the Deacons through communication with the moderator prior to meetings to determine agenda, attend Deacon meetings once a month, and suggest methods for more effective pastoral care by the Deacons

Worship

- Partner with the Senior Pastor in leading worship on a monthly basis. Preach once per month and assist with special services as needed. Schedule to be determined by Senior Pastor and Parish Associate
- Coordinate with church administrative, music, and pastoral staff in the weekly and monthly planning of scheduled worship services

Mission/Outreach

- Work with the Mission Committee on current initiatives and organization
- Develop new mission projects involving the congregation
- Assist other committees and staff members in initiating and promoting community outreach events

Qualifications:

- Experience with pastoral visitation and counseling members
- Ability to supervise and resource support staff and volunteers
- Ability to work effectively in a team atmosphere
- Be outgoing and proactive in establishing and maintaining interpersonal relationships
- Excellent interpersonal, motivational and consensus building skills
- Excellent Public Speaking/Preaching Skills
- Preferred Ordained Minister or Elder

Work Schedule:

This ministry is considered a part-time exempt employee with compensation calculated at 60 – 80 hours per month with a rate based on experience and education. The amount of hours per month can be altered with an agreement between the Senior Pastor, HR Committee and Parish Associate. The exact work schedule will be agreed upon by the Senior Pastor and Parish Associate.

Parish Associate

Date

Senior Pastor

Date