

RIDGE UNITED METHODIST CHURCH
POSITION DESCRIPTION
April 24, 2008 B DRAFT

POSITION TITLE: ASSOCIATE PASTOR

REPORTS TO: Senior Pastor SALARIED: X HOURLY:

POSITION PURPOSE AND SUMMARY

Under the direction of the Senior Pastor the Associate Pastor shall work with the Senior Pastor to develop, administer and implement the youth ministry including open gym, caring ministry and the total ministry strategy for Ridge United Methodist Church. The strategy will be designed so that an emphasis is placed on making Disciples and helping persons to strengthen their relationship with Jesus Christ. Shall preach as assigned by Senior Pastor. Develop and coordinate a program to address new attenders. Assist with visitations as assigned.

Create and supervise the Youth Leadership and Adult Volunteers to plan the youth programs. Provide consultation to these groups.

Shall serve as a staff member of Ridge United Methodist church and shall report to the Senior Pastor. Overall supervision will be provided by the Senior Pastor and the Staff Parish Relations Committee. Shall follow the employee guidelines as stated in the EMPLOYEE HANDBOOK, CHILD PROTECTIVE GUIDELINES and the policies outlined in the BOOK OF DISCIPLINE.

Shall work closely with the Senior Pastor to ensure the proper coordination of the total church youth program. The Associate Pastor is a full time staff member, and shall attend staff meetings, Administrative Council and all Ministry Teams assigned by the Senior Pastor.

PRINCIPLE DUTIES AND RESPONSIBILITIES

1. Plan and implement all programmatic activities for the Ridge Church Youth Program.
2. Sponsor the Senior High and Middle School Youth Program.
3. Coordinate the Sunday night Senior High and Middle School Youth Program.
4. Coordinate the Wednesday Night WWE Youth Program.
5. Develop, coordinate and oversee the Mission Trip for Senior High Youth.
6. Develop, coordinate and oversee Mission Week for Middle School Youth.
7. Develop and supervise 2-4 lock-ins each year.
8. Oversee the youth related fund raising events.
9. Create, supervise and consult with Youth Leadership in planning youth programs.
10. Create and supervise Adult Volunteer group to assist with youth programs.
11. Oversee open gym ministry.
12. Work with the Minister of Congregational Events and Worship Planning to develop and coordinate confirmation classes.
13. Lead Solid Ground Worship Services.
14. Preach at services as assigned by Senior Pastor.
15. Shepherd, coordinate and communicate with ministry teams as assigned by the Senior Pastor.
16. Develop and coordinate new attender ministry. Work with the Senior Pastor to develop and implement a program for New Member Orientation and assimilation, visitor and attender follow-up.
17. Coordinate and train Newcomers caring team.
18. Visitation to shut-ins at least once a month, and as needed.
19. Visit hospitalized patients as assigned.

- 20. Provide feedback to Senior Pastor on urgent or critical needs of hospital patients and shut in residents.
- 21. Supports the Mission and Values of Ridge United Methodist Church through communication, performance, and by self-example to the congregation and the community.
- 22. Other duties as may be assigned from time to time by the Senior Pastor.

"The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an all inclusive list of responsibilities, duties, and skills required of personnel so classified."

JOB PERFORMANCE CRITERIA

- A. **EDUCATION/EXPERIENCE:** Has a Master of Divinity or related degree. Has been ordained, or is in the process of being ordained in the United Methodist Church. Experience with coordinating youth programs preferred. The Minister of Youth Ministry will be encouraged to enhance their ministry through participation in professional development.
- B. **MENTAL AND PHYSICAL DEMANDS/WORKING CONDITIONS:** This is a full time position Flexible hours are required to meet responsibilities. Must be able to be authoritative in dealing with youth, yet provide a positive, trusting relationship. Must be organized, responsive, and understanding of the needs of the youth as a group and individually. Must be able to meet established deadlines.
- C. **SERVICE RELATIONSHIPS:**
 - 1. Have the ability to lead and work with youth, and also with people of all ages.
 - 2. Ability to work in a team oriented staff environment.
 - 3. Have strong nurturing skills.
 - 4. Point person for youth.
- D. **ACCOUNTABILITY:**
 - 1. Has a commitment to maturing in his/her Christian Faith and an ability to share that faith with others.
 - 2. Be able to envision, coordinate, organize and administer programs.
 - 3. Be a responsible person.
 - 4. Be a self starter - a motivated person.
- E. **STAFF RESOURCE PERSON:** Shall serve as the Staff Resource person to:
 - 1. Assigned Ministry Teams.
 - 2. Youth Leadership Interns
 - 3. Adult Volunteers for youth program
- F. **SUPERVISORY RESPONSIBILITY:** No supervisory responsibility

APPROVALS:

_____ Date

Senior Pastor

**YEARLY REVIEW
DATE AND INITIALS:**

Date	Initials
_____	_____
_____	_____
_____	_____
_____	_____