

Position Description

Position Title: Associate Pastor/Deacon

Date prepared: 1/25

Prepared by: Pastor Ryan Brodin

Reviewed by: Church Council

Date Revised:

Reports to: Senior Pastor Check One ☒ New Position

☐ Revised Description (a summary of changes must be attached)

POSITION PURPOSE

In a brief, specific, one or two sentence statement, answer the question, "Why does this position exist? How does this position contribute to the overall success of the organization?"

To provide pastoral leadership in teaching, preaching, pastoral care, outreach, sacramental theology and other general pastoral duties.

INFORMATION FOR ABIDING SAVIOR

Mission:

Living in God's Love, Abiding Savior Lutheran Church is a **welcoming** and **caring** family that **nurtures** spiritual growth, **shares** our Christian faith, and **serves** all creation.

WORKING RELATIONSHIPS

Who are this position's most significant contacts in the church:

Senior Pastor, Director of Children's Ministry, Office Manager, Office Assistant, Caring Visitors Team, young families, those in need of pastoral care, Confirmation students, grieving families, all members of ASLC

On what committees does this position participate?

Mission Outreach Committee, Children and Family Committee, Caring Visitors Team

ORGANIZATIONAL RELATIONSHIPS

Please list the title of this position, immediate supervisor and positions reporting to this position.

Title: Associate Pastor/Deacon

Immediate Supervisor: Senior Pastor

Reporting to this position: Possibly the Children's Ministry Director, Volunteers

QUALIFICATIONS

Education or degree required: Masters of Divinity or MA if a Deacon candidate

License/certification: Ordained and Rostered in the ELCA for Word and Sacrament or Word and Service

Related experience (Type and amount): Preferred three plus years of pastoral leadership, preaching, teaching and visitation or equivalent experience

Skills and abilities required : Desire to share God's love through caring ministries, strong understanding of Lutheran Theology, solid preaching, strong faith, communication skills, organizational skills, ability to delegate, self starter, ability to create a plan for the future and carry out that plan

DECISION MAKING

What types of decisions is this position empowered to make? Programming for committees in which this position is assigned, pastoral care issues and needs, what continuing education to attend, preaching and teaching, helping to set the budget for assigned ministries. General pastoral issues that arise. Counseling of pre-marital couples and others in need.

Regarding Congregation Operations

1. All staff are accountable to the Senior Pastor who:
 - a. Interprets Church Council approved mission, vision, values and budget.
 - b. Appropriately delegates authority and responsibility.
 - c. Assures that all activities of the staff are in alignment with mission, vision, and values.
 - d. Empowers the staff and volunteers to maximize the capacity of the congregation to be in mission and ministry. (Empower volunteers, committees, etc.)

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| | <p>2. The Associate Pastor/Deacon shall not:</p> <ul style="list-style-type: none">a. Cause or allow any practice, activity, decision or organizational circumstance which is illegal, unethical, immoral, imprudent or in violation of commonly accepted professional ethics and/or statutory obligations.b. Cause or allow anything that is contrary to the beliefs and teachings of the Lutheran Church as identified in the constitution of the congregationc. Be inhumane, unfair or disrespectful when dealing with staff and volunteers.d. Fail to report to the President of the Council when there is concrete evidence that a Pastor acted in a way which is illegal, unethical, immoral or abusive.e. Fail to report to the Senior Pastor any important information related to the well-being of the congregation.f. Have any conflict of interest in awarding purchases or other contracts.g. Fail to assure that all children and vulnerable adults are safe from sexual, physical, mental, verbal, emotional pr spiritual abuseh. Fail to assure appropriate background checks for all staff and volunteers |
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III. ACCOUNTABILITIES AND PERCENT OF TIME SPENT

Major Responsibilities/ Competency and Tasks	% of Job	Performance Criteria/Standards
Pastoral Care	30	<ul style="list-style-type: none"> • Ensure that those in the hospital are visited in coordination with the Senior Pastor • Provide home communion for shut-ins in coordination with the Senior Pastor and the Caring Visitors Team • Recruit, coordinate and provide training for the Caring Visitors
Pastoral Leadership	30	<ul style="list-style-type: none"> • Serve as a spiritual and worship leader of the church. • Give leadership for the enhancement of worship with the worship planning team • Share in the administration of the sacraments and the rites of the church (if a pastor) • Preach regularly (about 40%) • Provide pastoral leadership for weddings, funerals and baptisms (if a pastor)
Teaching and Programming	30	<ul style="list-style-type: none"> • Coordinate Family Ministry in conjunction with the Director of Children's Ministry • Share teaching Confirmation in coordination with Senior Pastor • Share in teaching adult education classes in coordination with the Senior Pastor • Coordinate and teach weekly Bible Study for women • Assist in teaching children and youth when requested • In conjunction with the Mission Outreach Committee, to coordinate the social outreach of the congregation
Administration	5	<ul style="list-style-type: none"> • Attend Staff Meetings • Attend Church Council Meetings as requested • Attend other committee meetings as needed • Other duties as assigned by the Senior Pastor

Personal Development	5	<ul style="list-style-type: none"> • Seek out and complete appropriate continuing education opportunities • Taking care of soul, mind, and body through regular prayer, devotion and exercise • Fostering strong family and friend relationships <p>**Please note that this position description is not set in stone. Abiding Savior is willing to be flexible to best use the gifts, talents, and interests of the new pastor/deacon in conjunction with the gifts, talents, and interests of the senior pastor.</p>

Expectations	How We Support These Expectations
<p>Service Continuously seeks to increase the quality and value of ministries provided to our congregation.</p> <p>Respect Honoring the dignity of every individual in every interaction</p> <p>Partnership Forging multiple enduring partnerships built on a shared vision of service and quality.</p>	<ul style="list-style-type: none"> • Strives for and achieves excellence in the conduct of his/her work. • Ensures a safe workplace. • Wears proper attire for work performed. • Maintains positive relation skills when working with angry or upset individuals. • Uses courteous telephone techniques. • Volunteers information to members when needed. • Communicates and cooperates with co-workers to contribute to a productive and harmonious work environment. • Resolves issues or problems in a direct and open manner. • Respects and maintains confidential information regarding members, co-workers, and congregational business. • Acts as a responsible steward of the resources with which we work, including time, materials, supplies, and property. • Approaches and greets members respectfully. • Works to understand and value the diversity of our members and community. • Demonstrates personal leadership and uses it appropriately. • Listens to others and respects their perspectives. • Assists co-workers with responsibilities • Participates in special projects and accepts new projects when assigned. • Adapts to changes when policies and procedures change. • Communicates with other departments to ensure continuity in vision, mission, and values • Shows awareness of, and consideration for, the opinions and feelings of others. • Develops and maintains smooth cooperative working relationships with co-workers. • Meet department standards for punctuality and attendance.

<p>Empowerment Creating an environment based on trust, which frees each person to perform at their maximum potential, and promotes individual and mutual accountability.</p> <p>Learning integrating knowledge, skill and experience in order to continuously improve self, customer service, and quality.</p>	<ul style="list-style-type: none"> • Acts in a way that supports an environment based on trust, integrity and mutual accountability. • Confronts conflict and barriers directly and reactively works toward appropriate solutions. • Considers others points of view; is willing to cooperate and collaborate as appropriate. • Understands that change is a reality in the workplace and anticipates and plans for it. • Uses open and honest communication with members, co-workers, and managers. <ul style="list-style-type: none"> • Assists new co-workers in orientation and adaptation to the church. • Models learning by being both a teacher and student every day. • Values feedback as an opportunity to learn. • Supports the risk that others take when they seek to learn, change, and grow. • Seeks greater responsibility and challenge. • Works to meet established developmental goals and objectives.
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