



TRINITY PRESBYTERIAN CHURCH
CHARLOTTE, NORTH CAROLINA

STAFF TEAM JOB DESCRIPTION
INTERIM ASSOCIATE PASTOR / STUDENT PASTOR

REPORTS TO: Senior Pastor
DIRECTLY SUPERVISES: N/A
STATUS: Full Time
DATE: Summer 2019

JOB SUMMARY

The Interim Associate Pastor is a generalist position that provides essential worship leadership and program/ministry support as the church prepares for its called and installed Associate Pastor.

ESSENTIAL FUNCTIONS

- Leads weekly worship with the Senior Pastor. Preaches 12-16 times a year. Creates worship liturgy.
- Provides staff support, resources and input to the Missions Ministry Team as they coordinate various mission initiatives and nurture professional relationships with mission partner organizations locally and internationally.
- Provides staff support, resources and input to the Welcoming Ministry Team as they connect with visitors and foster relationships with new members.
- Provides staff support, resources and input to the Congregational Life Ministry Team as they create points of connection in the congregation through fellowship and care.
- Engages pastoral care in conjunction with the Senior Pastor and Director of Christian Formation & Youth.
- Leads The Well adult Sunday school class.

OTHER RESPONSIBILITIES

- Attends monthly session meetings
- Attends bimonthly staff meetings and monthly ministerial huddles
- Holds regular office hours (to be determined in consultation with the Senior pastor)
- Conducts funeral services with the Senior Pastor as needed

MINIMUM QUALIFICATIONS

- Masters of Divinity degree
- Ordained or certified ready to receive a call in the PCUSA

PHYSICAL REQUIREMENTS

- Comfortable with public speaking
- Ability to move freely in and out of different settings

CORE COMPETENCIES

- **Interpersonal Skills:** Demonstrates the ability to lead others. Demonstrates the skills of active listening and openly accepts criticism. Productively engages and resolves interpersonal conflict. Holds others accountable in a spirit of love. Engages people positively, with a demeanor of optimism and abundance.
- **Leadership Abilities:** Demonstrates the ability to empower the leaders of Ministry Teams to communicate effectively with their team, empowering them to be great team leaders.
- **Process Management:** Possesses the ability to determine the processes necessary to accomplish tasks; knows how to organize people and activities; understand how to separate and combine tasks into efficient work flow.
- **Problem Solving:** Demonstrates the ability to assess difficult issues that may arise in the life of the congregation and meet the need with compassionate and objective ability to find a solution.
- **Time Management Skills:** Prioritizes the needs of the church and the time of the pastor to accomplish tasks and responsibilities in an effective and timely manner.
- **Biblical Knowledge:** Possesses a knowledge of the Old and New Testaments that informs faith and allows for educated responses to scripture and scriptural responses to theological challenges, concerns of the church, preaching and teaching