

First Presbyterian Church of Gastonia
Job Description
Associate Pastor

Reports to: Senior Pastor/Head of Staff

Directly Supervises: Minister of Visitation, Information Specialist

Status: Full Time

FLSA: Exempt

Job Summary

The Associate Pastor is accountable to the Presbytery of Western North Carolina and the Congregation of First Presbyterian Church of Gastonia, through the Session, supervised by the Senior Pastor, for serving the church by developing, coordinating and administering effective and comprehensive ministries that connect the members to Jesus Christ, one another, and the ministries of FPC Gastonia.

Essential Functions:

- Plan and lead worship services of the church, including the Lord's Day, special services, weddings, and funerals. Provide prayers, preach the Word of God, and administer the sacraments at the direction of the Senior Pastor.
- Lead and coordinate the ministries of the church that provide pastoral care to the congregation, including:
 - Visit those who are sick, hospitalized, facing or recovering from medical procedures, and those in need of pastoral care by providing prayer, comfort, and counseling when needed.
 - Serve as staff liaison and ex-officio member of the Pastoral Care Committee, providing leadership and resources as needed.
 - Coordinate the pastoral care ministry of the church, ensuring that all relevant staff are aware of the care that is needed and how that care will be provided.
 - Supervise the Minister of Visitation.
- Lead and coordinate the ministries of the church that provide opportunities for fellowship, including:
 - Serve as staff liaison and ex-officio member of Membership Development Committee*, providing leadership and resources as needed.
 - Reach out and provide care to visitors and members who have stopped participating in the life of the church, inviting them to become more involved as members of the congregation.
 - Supervise the Information Specialist.
- Lead and coordinate the ministries of the church that continue the work of Christ in the world, including:
 - Serve as staff liaison and ex-officio member of the Missions Committee, providing leadership and resources as needed.
 - Develop and maintain relationships with mission partners, serving on community boards as needed.
- Serve as staff liaison for the Diaconate, attending regular meetings in order to provide leadership and encouragement, guiding and supporting the Deacon Moderator.
- Serve as a member of the Session, attending meetings and providing support and leadership as needed.
- Represent the church by serving on appropriate committees or boards of the denomination and organizations in the community.
- Attend all meetings and perform any duties deemed necessary by the Senior Pastor.