



ASSOCIATE MINISTER

CLASSIFICATION: Exempt
REPORTS TO: Senior Minister
DATE: June 23, 2020

SUMMARY/OBJECTIVE - The Associate Minister at First Congregational Church, Long Beach shall be under the general supervision of the Church Council and under the guidance and direction of the Senior Minister. The Associate Minister will support the social justice programs of the church, direct the ministerial programs for children and youth and participate in the full life of the congregation including pastoral care, worship, adult education, membership development and community building. The Associate Minister shall advance community life in two primary areas: education for all ages and social justice.

ESSENTIAL FUNCTIONS -

Worship Leadership

1. Regularly assist the Senior Minister to plan and lead regular services and special services throughout the year. The Associate Minister will be present for the Sunday Service unless actively involved in the ministry of the church elsewhere, less vacation time, study leave, and sick time.
2. Coordinate worship and preach as often as once a month, including special services like Youth Sunday, Camp Sunday, Children's Sabbath and Gifts to the Manger.
3. Officiate weddings, baptisms, memorial services as needed or requested.
4. Plan and lead worship in the absence of the Senior Minister.
5. Support the development of our online ministries.

Community Life and Pastoral Care

1. Perform other duties of an ordained minister and accept other staff responsibilities as requested by the Senior Minister or Church Council.
2. Attend staff, administrative, and worship leadership meetings. Serve as a member of Church Council, per the Church By-Laws.
3. Support the congregation as we update our structures around staff, Bylaws, and the larger multiorganizational campus environment.
4. In consultation with the Senior Minister and with consideration of other responsibilities, offer leadership within Association and Conference ministries.
5. Participate in ongoing continuing education programs to continually hone the practice of the art of ministry and leadership.

6. Assist the Senior Minister with pastoral care, including calls and visits to homes, care facilities, and hospitals, and Congregational Care
7. Support Small Groups and a culture of volunteerism.
8. Create opportunities for intergenerational ministry.
9. Work with the staff and congregation to achieve the objectives of the church.

Social Justice and Outreach

1. Serve as staff liaison to the Board of Social Justice and Outreach,
2. Lead congregation in social justice programs, events and community action,
3. Participate in the work of social justice organizations in the region, state, and nation and connect FCCLB to the work of those organizations.

Education Programming and Administration

1. Serve as staff to the Board of Christian Education.
2. Plan and teach regular adult education throughout the year, including robust online offerings.
3. Ensure all church programs comply with the Children and Youth Protection Policy.
4. Keep congregation informed of and involved in the children and youth ministries through regular communications.
5. With the Office Manager, perform a departmental enrollment with appropriate releases and permissions for minors to participate in our programs.

Programming for Children and Youth

1. In consultation with the Board of Christian Education and CE Staff
 - Annually plan and supervise the overall Sunday School program and curriculum
 - Plan and implement special and ongoing programs for children and youth and participation of FCCLB children and youth in events and programs of the wider United Church of Christ (For example: National Youth Event) and Outdoor Ministries at Pilgrim Pines.
2. Supervise the Director for Children and Youth
3. Provide pastoral leadership to the Youth Group.
 - Implement *Our Whole Lives* program.
 - Lead Confirmation program with the Senior Minister.

Additional Duties

- Perform other duties as assigned by the Supervisor that are appropriate to the position

COMPETENCY – The person in this position must have

- excellent oral, written, and interpersonal communication skills,
- organizational skills with an eye for detail,
- ability to recruit, train, organize and motivate volunteers and lay leaders,
- flexibility and ability to work with the diversity of theological concepts and faith backgrounds,
- computer skills: word processing, spread sheets, and databases,

- shared vision, philosophy of ministry, and commitments of FCCLB,
- knowledge of theology and the Bible,
- ability to articulate faith perspectives,
- maintain individual standing with the Central Association, the Southern California Nevada Conference, and the national United Church of Christ.

SUPERVISORY RESPONSIBILITIES – Director of Children and Youth

WORK ENVIRONMENT – This job operates in a religious and professional office and church environment. This position expects the person to respect religious objects and practices of this church. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

PHYSICAL DEMANDS - The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

POSITION TYPE AND HOURS OF WORK – This is a full-time, exempt position. A work schedule will be established in consultation with the supervisor that will fluctuate with job responsibilities and church seasons. Must have flexibility in schedule to accommodate special projects and events.

TRAVEL – Occasional off-site meetings may be required. Some travel to regional and/or national denominational meetings, as needed. Transportation and valid driver's license required.

REQUIRED EDUCATION AND EXPERIENCE – Master of Divinity from an accredited theological school, ordination or eligibility for ordination. Able to fully support the theological, open and affirming, and social justice stance of the church.

PREFERRED EDUCATION AND EXPERIENCE – Minimum of two years of experience in church ministry or leadership preferred.

ADDITIONAL ELIGIBILITY QUALIFICATIONS –

Must submit to and pass a background check, including fingerprinting

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel in this position. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

First Congregational Church/LB reserves the right to change the duties of the job description at any time.

It is the policy of the church not to discriminate against and to provide equal employment opportunity to all qualified persons without regard to race, color, national origin, ancestry, religion, sex, sexual orientation, gender identity, age, disability, veteran status.

Acknowledged by:

Employee Name

Signature

Date

Supervisor Name

Signature

Date