

# Newark United Methodist Church

## Associate Pastor Position Description

Report to: Senior Pastor

### **Background:**

Newark United Methodist Church is a mid-sized congregation nestled in the midst of the college town of Newark, Delaware. The church is currently involved in a re-visioning effort which has identified an emphasis to be placed upon Christian Education and Young Adult Ministries in the next season. Four aspirational goals were identified as the church pursues ministry in these areas:

1. Build a community that focuses on a relationship with God
2. Create a culture of discipleship in the church
3. Increase the number of dynamic teachers from the congregation
4. Make disciples of the next generation

### **Mission Statement:**

NUMC is a congregation of open hearts, open minds, and open arms. We welcome you in the name of Jesus Christ, our Savior, regardless of your race, ethnicity, age, gender identity, sexual orientation, social or economic status, physical and mental ability, or religious affiliation. We are all God's beloved children.

### **Description:**

This position is a part-time pastoral and administrative position (35 hours per week) serving a dynamic and diverse congregation of approximately 300 congregants within the Methodist tradition. In addition to being involved in normal church life, this pastor will coordinate, develop and oversee ministry volunteer leaders primarily in the areas of:

- **Christian Education – Children and Families** (pre-kindergarten through 12<sup>th</sup> grade to include family life involvement)
- **Young Adult Ministries** (College through 35 years old)

Additional support may be required in the area of **Congregational Care**.

The primary focus of this position is nurturing the spiritual formation of the people (children participating in Christian Education and our Young Adults) touched by the ministries of NUMC. The pastor will equip and assist the volunteer leaders to coordinate and execute ministry in their areas. As necessary, this pastor will engage in the recruitment and training of additional volunteer leaders to meet the ministry needs of each area and work with the Senior Pastor to plan for growth of the ministries. He/She will participate and contribute at staff meetings, Church Council meetings, and other meetings as directed by the Senior Pastor. Providing support for worship services may be requested by the pastor as well. The Associate Pastor will

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orchestrate communication for the ministry areas of responsibility as well as monitor and report the status and progress of ministry in his/her areas of oversight.

### **Specific Duties**

#### Christian Education – Children and Family Ministry

The Associate Pastor will work with the volunteer leaders to evaluate and select curricula which is Christ-centered and engaging for each age group. He/She will initiate with volunteer leaders to create annual budgets and plans for activities which will engage the children and families (family life involvement) in learning activities with the above aspirational goals in mind.

Typical duties in this area will or might include:

- In concert with the Children and Family Ministries Team, coordinate Christian Education and faith formation classes and related experiences for all age groups at NUMC.
- Support volunteer teachers and helpers with professional development (training and lesson planning), selection and ordering of curriculum and scheduling.
- Manage the budget for Christian Education by working closely with the Finance Committee.
- Planning of youth group meetings, mission trips and special activities.
- Participate in outreach ministries to youth within the community.
- Evaluate education ministries and spiritual formation activities to ensure they align with the church's mission, vision and priorities.
- Develop and facilitate the church's confirmation program with assistance from the Senior Pastor and Lay Leaders.
- Represent NUMC at district, conference, community events and meetings focused the ministries of Christian Education and their family.

#### Young Adult Ministries

The Associate Pastor will develop volunteer leaders to engage young adults in activities and ministry which meets them at their points of interest and need in a culture of discipleship. He/She will provide spiritual support to volunteer leaders and work with leaders to create an annual budget and plans for young adults to mature in their walks with Christ and grow as leaders in their circles of influence.

Typical duties in this area will or might include:

- Oversee the development of a program that meets the needs young adults at NUMC, the community and their families to nurture their spiritual formation and provide a welcoming home to our younger congregants that align with the church's mission, vision and priorities.
- Oversee the development of a variety of programs +/-or activities that meet the specific needs and diversity of young adult groups in the church.

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- Evaluate Young Adults ministries and spiritual formation activities to ensure they align with the church's mission, vision and priorities.
- Represent NUMC at district, conference, community events and meetings focused on Young Adult Ministries.

#### Congregational Care

The Associate Pastor may assist with volunteer leader(s) to ensure the homebound, people who have been missing from Sunday worship and hospitalized members are visited and receive ministry. He/She will assist the Senior Pastor when pastoral visits are requested.

Typical duties in this area will or might include:

- Working with the Congregational Care committee to expand and oversee the outreach to our members and community.
- Oversee and effectively utilize our Stephen ministers.

#### **Skills/Abilities Needed:**

Program / Project management

Articulate; good verbal skills

Written communication skills

Administrative skills

Interpersonal skills

- Good listener
- Empathetic
- Encourager
- Outgoing
- Team player/team builder
- Trustworthy and builds trust
- Able to have difficult conversations

Ability to delegate and effectively manage volunteers

Good follow through

#### **Prerequisites:**

Relates well to youth and young people

Preferably earned a Bachelor's Degree or working towards a divinity degree

Experience working on the Spiritual Formation of children, youth and young adults

Member of the United Methodist Church and strong understanding of the theology preferred.