

**Interim Associate Pastor**  
**Crossroads Presbyterian Church**  
**Revised December 15, 2014**

<b>Reports to:</b>	Interim Pastor/Head of Staff	<b>Effective:</b> 12/15/14
<b>Directly Supervises:</b>	none	
<b>Staff Resource:</b>	Deacons; Adult Discipleship and Mission ministry teams	
<b>Status:</b>	Full Time 50 hrs/week; one year contract; renewable	
<b>FLSA:</b>	Exempt	

**Job Summary:**

The Interim Associate Pastor will provide dynamic leadership and oversight to adult ministries, while providing pastoral care to those in crisis, the seriously ill, dying and families of the recently deceased at Crossroads Presbyterian Church. This person also works closely with the Interim Director of Congregational Care (IDCC) to assure a seamless continuum of care across the lifespan and will provide opportunities for member involvement and engagement across the lifespan at Crossroads Presbyterian Church (CPC).

**Essential Functions:**

- Provides a compassionate presence to those who are in need of pastoral care.
- Participates in visitation for those who are hospitalized, homebound, or in skilled care facilities as coordinated by the Interim Director of Congregational Care (IDCC)
- In collaboration with the IDCC, engages with visitors and prospective members.
- Coordinates ministry in times of death.
- Works with the IDCC to assure a continuum of caring ministries across the lifespan.
- Works with program staff toward the creation, equipping and direction of ministry and project teams in adult ministry areas.
- Assists in and ensures the recruitment, training and shepherding of volunteers in these ministry areas.
- Fosters a sense of intergenerational “family” within the congregation.

**Other Responsibilities:**

- Participates in weekly leadership staff meetings.
- Participates in meetings with IDCC, Deacons and Congregational Care, and Connections ministry teams.
- Participates in monthly session meetings.
- Leads in worship, including preaching 6-10 times a year.
- Officiates for funerals/weddings/baptisms, as needed.

**Minimum Qualifications:**

- Master of Divinity.
- Ordained in the PCUSA, preferred.
- Three to Five years full-time pastoral experience preferred (other comparable work/life experiences would be considered) preferably in a large church environment (500+ members).
- Demonstrated leadership and group facilitation skills.

**Physical Requirements:**

- Able to move freely in and out of different ministry settings (church, homes, schools and community events)
- Able to speak in a public forum,

### **Core Competencies:**

- **Mission Ownership:** Demonstrates understanding and full support of the mission, vision, and core values of Crossroads Presbyterian Church. Can teach those core values to others. Leads his/her leadership team to identify unique mission and vision, which is in line with the mission and vision of Crossroads Presbyterian Church.
- **Spiritual Maturity:** Shows strong personal depth and spiritual grounding; demonstrates integrity by walking the talk, and by responding with constancy of purpose; is seen by others as trustworthy and authentic; nurtures a rich spiritual life; seeks the wisdom and guidance of appropriate mentors; is able to articulate a clear and consistent theology.
- **Pastoral Care/Counseling:** Demonstrates the ministry of presence; creates a spirit of openness that invites those who are spiritually or emotionally troubled to confide in her/him; demonstrates appropriate pastoral care boundaries, recognizing his or her own limitations as a care provider; respects confidences; appropriately refers congregants along to other professional care providers as warranted.
- **Compassion and Care:** Exudes a natural sense of care for the well-being of others; responds with empathy to the life circumstances of others; communicates a sense of support in his or her very presence; demonstrates appropriate and boundaried expressions of care.
- **Visitation:** Moves comfortably and easily around those who are ill or suffering; generates a sense of calm, hopeful presence; offers appropriate prayers and facilitates rituals that invite healing; demonstrates appropriate personal boundaries when caring for the ill and dying; stands as a calm, sure presence in the face of death.
- **Spiritual Formation/Discipleship:** Demonstrates an understanding of spiritual formation/ discipleship as journey or process; invites others into reflection about personal spiritual journey; teaches a variety of spiritual practices to lead others in deepening and developing spirituality; creates teaching and small group environments that promote discipleship.
- **Delegation:** Clearly and comfortably delegates both routine and important tasks and decisions; appropriately shares authority and responsibility; creates accountability; sets clear objectives and measures, monitors process, progress and results; builds feedback loops into the work; trusts people to perform their own work.
- **Developing Others:** Provides others with challenging and stretching tasks; holds frequent developmental discussions; is aware of the developmental aspirations of others; encourages people to accept challenging assignments.
- **Motivating Others:** Creates a climate in which people want to do their best; can

motivate employees, volunteers and members; empowers others; invites shared input and decision making; makes each individual feel that his/her work is important.

- **Teambuilding:** Blends people into teams when appropriate; leads the team successfully through difficulties and challenges, including conflict, diversity and inclusion issues within the team; creates strong morale and spirit in his/her team; shares wins and successes; defines success in terms of the whole team; creates a feeling of belonging and pride in the team.
- **People/Volunteer Management:** Provides direction, gains commitment, facilitates change and achieves results through the efficient, creative and responsible deployment of volunteers; engages people in their areas of giftedness and passion.
- **Self-Differentiation:** Demonstrates strong and appropriate personal boundaries in relationships; has a healthy appreciation of self, without being egotistical; is emotionally mature; can maintain a non-anxious presence in the midst of turmoil; not overly dependent upon outside affirmation; works to build a strong personal support system.