

## **First Presbyterian Church Joliet, IL**

### **Job Description: Full-Time Installed Associate Pastor**

**Salary:** Based on qualifications and experience, will exceed minimum Terms of Call as set by Blackhawk Presbytery

#### **Overview**

As an authentic disciple of Christ, the Associate Pastor will oversee and coordinate all facets of the Children & Youth Ministry (Infant – 12<sup>th</sup> grade) and Young Adult and Family programs. Additionally, the Associate Pastor will encourage and support all to be part of our church family, to grow spiritually, and to share their faith through service and mission.

The Associate Pastor is accountable to the congregation and reports to the Session through the Lead Pastor.

#### **Children and Youth Ministry (Infant – 12<sup>th</sup> Grade)**

Lead, direct, and coordinate all aspects of the ministry including:

- Recruit, coordinate, and train staff and volunteers to serve in childcare, children and youth ministries, and programs such as: Nursery, Sunday School, Children's Worship, Youth Group, Midweek Programs, and other church events (e.g., Easter egg hunt, Trunk n Treat, Vacation Bible School, Confirmation and Christmas programs)
- Develop, review, and oversee curriculum; select and order materials and resources for teaching
- Facilitate and teach small groups
- Follow and implement church policies and safety guidelines to ensure a safe, secure, and nurturing environment for all children/youth
- Create and implement a dynamic and engaging youth ministry program that includes weekly gatherings, small groups, and discipleship opportunities
- Plan and lead youth retreats, mission trips, summer camps, and other significant youth events and service projects
- Provide spiritual guidance, mentorship, and pastoral care

#### **Young Adults and Families**

- Develop and oversee ministries specifically designed to support the unique needs of young adults and families (e.g., parenting workshops, financial stewardship seminars, fellowship events, support groups)
- Partner with parents/guardians to support their role as primary spiritual models in the home

## **Worship, Visitation, and Staff**

- Participate in Live Worship services weekly and in Online Worship Services as requested by the Lead Pastor
- Preach approximately fifteen times per year
- Be part of Worship planning and preparation with the Staff
- Participate in/conduct baptisms, funerals, and weddings at the request of the Lead Pastor
- Actively pursue church fellowship and community involvement with the kids, youth, parents/young families and adults of 1<sup>st</sup> Pres (this includes attending children/youth extracurricular activities and events).
- Assist the Lead Pastor in the Congregational Care ministries as needed
- As a vital member of the ministry team, the Associate will attend and participate in staff meetings, Session meetings, strategic planning, and church-wide initiatives, including serving as liaison to church Councils as designated
- The Associate will also participate in entities of the broader church, such as Blackhawk Presbytery, and will be a voting member of the presbytery

## **Qualifications**

- Ordination or eligibility for ordination within the PCUSA is required
- A deep and growing personal faith in Jesus Christ
- Previous experience in children's, youth, and/or family ministry, with a proven track record of effective leadership and program development
- Strong biblical knowledge and a firm grasp of Reformed theology
- Excellent communication (written and verbal), interpersonal, and organizational skills
- A strong relational leader with the ability to connect authentically with children, youth, parents, staff, and volunteers
- Proficiency with technology relevant to ministry (e.g., presentation software, social media, church management systems)
- Ability to pass a comprehensive background check