

**Raleigh Moravian Church**  
1816 Ridge Road  
Raleigh, NC 27607  
919/787-4034  
[www.raleighmoravian.org](http://www.raleighmoravian.org)

**ASSOCIATE PASTOR JOB DESCRIPTION**

**A) GENERAL INFORMATION**

- 1) The Associate Pastor's time will be divided between:
  - a) Youth Ministry (approximately 50 % of his/her time) and
  - b) Worship and Pastoral Care serving the entire congregation (approximately 50 % of his/her time).
  - c) At times, the Associate Pastor may be required to perform various duties, tasks, and assignments in other areas of ministry in accordance with the needs of the church and as directed by the Senior Pastor or Church Board of Raleigh Moravian Church.
- 2) The Associate Pastor will work under the supervision of the Senior Minister and ultimately is accountable to the Church Board of Raleigh Moravian Church.
- 3) The Associate Pastor will work closely with the Senior Pastor, other church staff, and lay leaders to enact God's vision and direction for the ministry and mission of Raleigh Moravian Church, particularly in the areas of Youth Ministry, Worship, and Pastoral Care. He/she will equip, resource, and mentor congregation members to assist them in developing and applying skills and competencies for ministry and mission that will help enable each person to live out his or her calling from Christ.
- 4) The Associate Pastor is expected to take initiatives that will improve his/her pastoral, managerial, and technical knowledge, skills, and performance through practice, further education, participation in Provincial committees and programs, and other training and leadership opportunities. In addition, the Associate Pastor should take advantage of opportunities and engage in appropriate practices that provide for personal growth and renewal.
- 5) An annual performance review will be conducted by the Personnel Committee to clarify expectations, affirm accomplishments, set short- and long-range goals, and plan for ways to improve and strengthen job performance. The date for the annual review will be determined by the Personnel Committee. During the first year of employment, the Personnel Committee will meet more frequently with the Associate Pastor.

**B) QUALIFICATIONS**

- 1) The Associate Pastor of Raleigh Moravian Church will be an ordained minister in the Moravian Church in North America or in a denomination that is in full communion with the Moravian Church in North America.
- 2) The Associate Pastor should possess and demonstrate creative leadership skills and be able to lead, recruit, train, encourage, and support others in ministry.

- 3) The Associate Pastor should possess and demonstrate administrative and organizational skills and be willing to function as part of the Raleigh Moravian Church ministry team. An attention to detail and the ability to complete tasks in a timely manner are important qualities.
- 4) Excellent communication and interpersonal skills, the ability to relate to both youth and adults, and the capability and desire to foster long-term, healthy relationships and create a sense of acceptance and community are required. In addition, both equanimity and a passion for working with youth are necessary.

### C) KEY RESPONSIBILITIES

- 1) **Worship:** The Associate Pastor will have an active role as a worship leader. The Senior Pastor will have primary responsibility for the development and implementation of this area of ministry. Duties will be shared with the Senior Pastor and will include, but may not be limited to:
  - a) Preaching and planning worship at least once a month;
  - b) Participating in weekly worship;
  - c) Participating fully in the administration of the sacraments;
  - d) Planning special worship experiences as needed; and
  - e) Participating in worship planning meetings with the Senior Pastor and Co-Music Directors.
- 2) **Pastoral Care:** The Associate Pastor will work with the Senior Pastor, Acolytes, and lay leaders (e.g., Stephen Ministers) to provide pastoral care to the entire congregation. The Senior Pastor will have primary responsibility for the development and implementation of this area of ministry. Duties will include, but may not be limited to:
  - a) Visitation (e.g., home, hospital and school visits), particularly of youth and their families;
  - b) Home Communion;
  - c) Correspondences (e.g., cards, notes, phone calls, and other communications), as needed; and
  - d) Attending Acolyte and Stephen Ministry meetings.
- 3) **Youth Ministry:** The Associate Pastor has primary responsibility for the development and implementation of this area of ministry, but is still under the supervision and direction of the Senior Pastor. The Associate Pastor's primary duties are to lead the Moravian Youth Fellowship, but he/she will serve and minister to all youth of the church (middle school through college-age). Although the Associate Pastor is expected to spend 50% of his/her time on Worship and Pastoral Care for the congregation, Youth Ministry may occasionally require a greater proportion of the Associate Pastor's time. During these times, it is understood that Youth Ministry takes precedence over other responsibilities. Duties will include, but may not be limited to:
  - a) ***Communication and Coordination***
    - (1) The Associate Pastor will communicate regularly with the Senior Pastor, other staff (e.g., Director of Christian Education), and lay leaders. He/she will coordinate and integrate youth programs and ministries with other programs and ministries of Raleigh Moravian Church and the Southern Province.
    - (2) The Associate Pastor will present a brief monthly report to the Church Board describing activities and future plans.

- (3) The Associate Pastor will provide an annual written report for Church Council reviewing the successes and opportunities provided to the youth during the previous year.
- (4) The Associate Pastor will communicate frequently and regularly with parents and youth through meetings, conversations, emails (e.g., through the MYF Yahoo group), internet-based communications (e.g., web pages, Facebook, etc.), monthly articles and calendar updates for the church newsletter, and occasional bulletin announcements.
- (5) The Associate Pastor will create and maintain, or recruit and support volunteers who will create and maintain, web pages (including Facebook groups) in consultation with other staff and lay leaders.

**b) *Leadership***

- (1) The Associate Pastor will lead the Moravian Youth Fellowship (MYF) and will:
  - (i) Prepare and coordinate weekly programming;
  - (ii) Create, maintain, and communicate a calendar of events and activities; and
  - (iii) Organize, coordinate, and participate in youth events, such as retreats, mission trips, fundraising, recreation activities, church and community-based service activities, educational trips, youth seminars, and Youth Sunday.
- (2) The Associate Pastor will recruit, train, nurture, resource, and supervise adult volunteer youth leaders.
- (3) The Associate Pastor will recruit, train, encourage, and resource youth to become leaders and take on responsibilities within the youth group, congregation, and Province.
- (4) The Associate Pastor will promote attendance at, and encourage participation in, Provincial opportunities such as Laurel Ridge, Beachweek, Convo, etc.

**c) *Pastoral Care***

- (1) The Associate Pastor shall know all young people in the church between the ages of middle school through college-age. He/she shall be available to counsel and visit, be aware of concerns facing young people, and coordinate a supportive ministry to them.
- (2) The Associate Pastor will provide for the spiritual growth and development of youth in the Christian faith, in coordination with the Senior Pastor, other staff (e.g., Director of Christian Education) and lay leaders. He/she will provide experiences for youth to know and understand their unique gifts as children of God and facilitate opportunities for young people to reflect on their experiences both in and outside of church. In this process, he/she will help them to understand their own impressions of God's reality in their lives.
- (3) The Associate Pastor will spend one week per year serving on the staff of Laurel Ridge.
- (4) The Associate Pastor will advise and assist the Director of Christian Education with Sunday School, Children's Lovefeast, and other church programs which impact the youth.
- (5) The Associate Pastor will provide visitation for and communication with youth and their families.

- (6) The Associate Pastor will create and sustain relationships with the youth and parents, and will foster relationships among all youth and between the youth and the rest of the congregation.
- 4) **Other Duties:** As part of the Raleigh Moravian ministry team, the Associate Pastor may need to assume additional duties from time to time. These may include, but may not be limited to:
- a) Participation in the Regional Conference of Churches (RCC);
  - b) Submitting articles for the church newsletter and content for the church website;
  - c) Editing the church newsletter, bulletins, and website;
  - d) Assisting with Church/Scout programs (e.g., God and Me); and
  - e) Attending Board meetings and assisting with Board retreats and planning events. The Associate Pastor is an *ex-officio* non-voting member of the Board.