



# Oxford Presbyterian Church

*Seeking God, Serving Others, Sharing Christ's Love With All*

## **POSITION DESCRIPTION**

Job Title: **Associate Pastor**

Status: **Full time, Overtime Exempt**

Reports to: **Pastor/Head of Staff**

### **Position Summary:**

The Associate Pastor serves as a Teaching Elder dedicated to the ministry of Word and Sacrament and has responsibility for Christian Education and College Ministry. In partnership with the Pastor, the Associate Pastor supports the areas of Worship, Mission, Congregational Growth, Pastoral Care and Communication.

### **Essential Functions:**

1. Provide leadership, resources and feedback for Family Ministry through the Christian Education Team, lead youth mission teams, facilitate confirmation classes, and lead adult education experiences along with the Pastor. Assist regularly in leading worship and create worship opportunities for families that fit their lifestyles.
2. Lead Campus Ministry with an ecumenical focus on worship, hospitality and mission. Provide welcoming space and support for all students. Engage student faith formation through university/community activities. Encourage intergenerational activities with the congregation. Coordinate Campus Ministry Board activities.
3. Encourage congregational participation in pastoral care, and as needed, make hospital calls, crisis visits, and other pastoral visits. Preach and officiate at weddings and funerals when assigned.
4. Effectively communicate with congregation in a warm and friendly manner and assist in involving all members in the life of the church. Provide excellent internal and external communication through social media, website, email newsletters and other methods as needed and appropriate.

**Position Requirements:**

1. Articulate a passionate and ever-growing faith.
2. Joyful leadership in preaching and worship.
3. Collaborative in ministry, accountable to Pastor and congregation, humble in demeanor, honest and trusting in relationships.
4. Demonstrate leadership, coaching, and mentoring skills.
5. Exhibit excellent verbal and written communication skills, social media savvy.
6. Maintain confidentiality of staff and members of the congregation.
7. Meet performance goals as established with Pastor.

**Education Requirements:**

1. Possess a Master's of Divinity degree from an accredited seminary; ordained or eligible for ordination.
2. Has two or more years of experience in Christian spirituality and education, especially ministering to youth, college students, and families.

**Benefits**

The total compensation and benefits package shall include Effective Salary (includes housing allowance), medical and pension benefits, study leave, and vacation as negotiated in an annual contract. The contract shall be approved by the Session, the congregation, and by the Presbytery of the Miami Valley. Any other benefits are according to the policies for pastoral exempt employees as set forth in the Personnel Policy Manual.