

Hitchcock Presbyterian Church
Associate Pastor Job Description

Nature of the Position: Full-time salaried position.

Title of Position: Associate Pastor for Mission, Community Outreach, and Church Families

Purpose: To work with the Pastor/Head of Staff and Session in providing a balanced ministry as spiritual leaders of the congregation, focusing primarily on the areas of Mission, Community Outreach, and Church Families.

Accountability: The Associate Pastor is accountable to the Session and Pastor/Head of Staff, the congregation, the Hudson River Presbytery and The Presbyterian Church (USA).

Responsibilities:

Pastoral Duties

1. Participate in weekly corporate worship services and special services, including periodic preaching and administering of the sacraments, in a manner which will develop a rich worship life for members of the Church and will encourage their active participation in the worship services.
2. Work with the Pastor/Head of Staff in caring for the congregation, concentrating on developing relationships with people of all ages, being an intimate part of, and growing the family of Hitchcock.

Mission

1. Establish and Work with a stable and robust mission committee that understands and promotes the full scope of missions at Hitchcock; pair volunteers with mission programming; grow the imprint of Hitchcock in the world around us.
2. Manage the Missions budget of Hitchcock including local missions, Presbytery support, and emergency relief.
3. Work with PW, Midnight Run, Living in America and other long-standing mission partners to maximize their efforts and increase their support, while also developing new mission partnerships to expand mission reach.
4. Plan and execute periodic mission excursion opportunities locally and globally for members of all ages.

Community Outreach

1. Marketing: Working to establish marketing and community outreach efforts that project the vision and mission of Hitchcock beyond the walls of the Church, expanding Hitchcock's presence in the community and our impact on the world.

2. Membership: Establish and work with a stable and robust membership committee that focuses on church growth, setting and achieving goals, while recognizing that membership is not about getting visitors to sign on the dotted line, but rather, about Faith in Action.
3. Participate in local ecumenical gatherings, including periodic meetings of the Scarsdale Hartsdale Clergy Association, Hudson River Presbytery and other clergy and community groups, as opportunities arise.

Church Families

1. Work directly with our Director of Christian Education to ensure that our Nursery, Sunday School, and Youth Group programs are functioning at their best levels and are consistent with our mission and values.
2. Seek opportunities to extend beyond the children and youth, and minister to the entire family unit, nurturing family growth, and seeking to build long-lasting relationships between peers and families through both programming and social opportunities.
3. Create programming and social opportunities for intergenerational interactions and relationship building.

Evaluation: Performance reviews will be conducted annually by the Personnel Committee. The Personnel Committee will annually review the adequacy of compensation.