

Job Description

Position: Associate Minister of Pastoral Care and Justice

Classifications: Full Time, Senior Staff, Ministerial Exception

Reports To: Senior Minister

Evaluation By: Senior Minister

Job Summary

The Associate Minister of Pastoral Care and Justice provides leadership for congregational caregiving as well as the justice and outreach ministries at Myers Park Baptist Church. Responsibilities include providing pastoral care to the members and staff of the church, including (but not limited to) hospital and homebound visitation, presiding over weddings and funerals, managing support groups, and coordinating the congregational care volunteer ministry of the church. The Associate Minister is also responsible for the justice and outreach ministry, managing and developing relationships with partner organizations, overseeing the outreach budget and disbursement and implementing the Church's justice and outreach programs and projects.

Essential Functions

- Provides strategic leadership and support to the Ministry of Congregational Care (MCC) and the Ministry of Justice and Outreach (MOJO).
- Assists in the planning and work of the MCC and the MOJO on which the Associate Minister serves as the staff liaison.
- Develops and manages the MCC and MOJO budget, designated funds, and endowment funds.
- Provides pastoral care to the congregation and staff including phone calls, hospital and homebound visitation, and coordinating the congregational care volunteer ministry of the Church.
- Assists with preaching, planning, and leadership in worship.
- Performs weddings and funeral services when called upon by members of the Church.
- Manages support groups such as Caring Touch program, weekly prayer group, and Stephen Ministry.
- Develops relationships with justice and outreach partner organizations.
- Oversees the Church's justice and outreach resources, budget, and disbursement process.
- Collaborates with lay leaders in the areas of congregational care, as well as justice and outreach, to accomplish strategic goals.
- Maintains the content of applicable Church web pages and social media sites. Regularly promotes and produces written information for responsible areas in church communications.

Other Responsibilities

- Assists with preaching, planning, and leadership in worship on a regular basis.
- Provides on-going support for grieving or bereaved Church members and families.
- Attends and leads staff and ministry meetings as required.
- Serves as the weekend on-call minister as assigned.
- Engages in weekly pastoral phone calls and hospital and homebound and visitation.
- Presides over Church weddings and funerals as requested.
- Works with sensitive information involving staff and congregation and always maintains strict confidentiality.
- Performs other duties as assigned by the Senior Minister.

Qualifications

- Ordained Minister.
- Graduate level degree in theology and/or Christian ministry.

- Five years of ministry experience in a medium to large congregation.
- Clinical pastoral education in a hospital or congregational setting is preferred.
- Spiritual grounding, deep self-awareness, and high emotional intelligence is required.
- Executive leadership and administrative skills are preferred.
- Supervisory experience is preferred.
- Excellent collaboration and relationship-building skills.
- Proven creativity and innovation skills.
- Demonstrated leadership in small group development and facilitation skills.
- Excellent oral and written communication skills.
- Demonstrated proficiency in computer skills.
- Committed to personal and professional development.

This list is not intended to be all-inclusive. The employee may also perform other reasonably related duties.

I have read the above and agree to its provisions.

Employee Signature: _____ Date: _____