

Approved by Council 4/12/05

Job Description

Associate Minister for Congregational Life and Care

Minimum Qualifications:

The associate minister must have a Master of Divinity degree (or other postgraduate degree in theology) and have standing as an ordained minister in the United Church of Christ or be approved for ordination pending call by an association of the UCC or be in the process of receiving privilege of call by an association of the UCC. He or she must be a person of faith, vision, and leadership.

The associate minister will possess extraordinary interpersonal skills and the ability to work with a broad age range of members. She or he must also have the ability to work creatively and effectively as part of a collegial staff team - it is not a position for a Lone Ranger. The associate minister will also respect the progressive theology and ONA stance of Plymouth.

The associate minister will report to the senior minister as part of the ordained ministerial team.

Responsibilities include:

- Follow the Ordained Minister's Code as set forth in the UCC Manual on Ministry (attached).
- The primary role of the Associate Minister is pastor and teacher.
- He or she will have full voice and vote on the following committees: Deacons, Congregational Life, and Youth Education. She or he is a member of the Church Council with the right to exercise full voice and vote in all council decisions.
- The associate minister will help interpret and convey contemporary dimensions of theology and biblical interpretation to the congregation, and will continue to hone his or her understandings through personal study and continuing education.

PASTORAL CARE

- Supervise Calling/Caring Ministry (lay caregiving program), including recruitment, training, and supervision of lay caregivers.

- Extensive pastoral care and visitation with new members, homebound members, and keeping a shared database of all pastoral contacts. Emergency on-call will be shared with the senior minister.

CONGREGATIONAL LIFE

- Serve as primary staff to the Congregational Life Committee. Initiate leadership-development for laity; work toward inclusion of new members; build up the life of the congregation; extend lay ministries; develop small-group ministries.
- Staff Teen Council (a subcommittee of Youth Education). Cultivate and supervise leaders for jr. and sr. high fellowship groups. Teach confirmation.

WORSHIP AND ADMINISTRATION

- Preaching and worship leadership (approximately 12 times per year) and conduct weddings and funerals as requested by senior minister.
- Attend meetings of staff, church council, and board of deacons, and staff other committees as requested by senior minister.
- Other duties as assigned by senior minister, in consultation with Personnel Committee, which may include supervision of non-ordained staff.

The Ordained Minister's Code, United Church of Christ

The Ordained Ministry

I believe that God calls the whole Church and every member to participate in and extend the ministry of Jesus Christ; that the privilege of witnessing to the gospel in Church and society belongs to every baptized Christian; that God empowers the ministry of the Church and its members by the Holy Spirit; that the Church nurtures faith, evokes gifts, and equips its members for service; and that God calls certain of the Church's members to various forms of ministry in and on behalf of the Church.

I have been called by God to be a minister of the Lord Jesus Christ and ordained by the United Church of Christ to preach and teach the gospel, to administer the sacraments and rites of the Church, and to exercise pastoral care and leadership.

I will seek to witness to the ministry of Jesus Christ.

I will preach and teach the gospel without fear or favor. I will speak the truth in love.

I will administer the sacraments and rites of the Church with integrity.

I will diligently perform the work of ministry which I have agreed to perform.

Partnership in Ministry

I will nurture and offer my gifts for ministry to the Church. I will seek to call forth and nurture the gifts of others in the Church and join their gifts with mine for the sake of the mission of Jesus Christ and the health of the Church.

I will seek to understand, support and interpret the diverse ministries of the Church and its members as carried out throughout the world. I will stand with those who risk personal well-being because of actions taken in response to their Christian convictions.

I will work cooperatively and collegially with those whom I serve in the particular ministry to which I have been called.

I will, stand in a supportive relationship with my colleagues in ordained, commissioned, and licensed ministry, offering and receiving counsel and support in times of need.

I will be an advocate for fair standards of compensation for all ordained and lay employees of the church, particularly in the place where I serve.

I will be a responsible participant in the life and work of my Association, Conference, and the United Church of Christ.

I will be a responsible representative of the Church Universal and participate in those activities which strengthen its unity, witness and mission.

I will seek the counsel of the Conference or Association Minister or the Association Committee on the Ministry should divisive tensions threaten my relationship with those with whom I minister.

The Ethics of Ministry

I will regard all persons with equal respect and concern and undertake to minister impartially.

I will honor all confidences shared with me.

I will not use my position, power, or authority to exploit any person.

I will not use my position for personal financial gain, nor will I misuse the finances of the institution which I serve.

I will not perform pastoral services within a parish or for a member of a parish without the consent of the pastor of that parish.

I will deal honorably with the record of my predecessor and successor.

I will not, upon my termination and departure from a ministry position, interfere with nor intrude upon the ministry of my successor.

Growth in Ministry

I will encourage and participate- in the regular evaluation of my ministry.

I will seek to grow in faith, knowledge and the practice of ministry through intentional continuing education, study and devotional life.

I will cooperate with my Association in the periodic review of my ordained ministerial standing.

Commitments to Self and Family

I will live a life which honors my commitments to my family.

I will honor my need for time for physical and spiritual renewal, recreation and vacation.

I will honor my family's need for privacy and time together.

I will be a responsible steward of my personal and family finances. I will honor and accept responsibility for all debts which I incur.

I will attend to my physical well-being and avoid abusive behaviors and abusive use of substances.

Relying on the grace of God, I will lead a life worthy of the calling to which I have been called.