

1K. Interim Associate Minister Job Description
Plymouth Congregational Church

REQUIREMENTS & DESCRIPTION

The interim associate minister will hold ordained ministerial standing in the United Church of Christ or will be nearing ordination by an association of the UCC or will be eligible for privilege of call in the UCC. The candidate 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 candidate will also respect the progressive theology and ONA stance of Plymouth.

The interim associate minister will report to the senior minister as part of the ordained ministerial team. The primary focus of the interim associate will be pastoral care and encouragement and support of volunteers working with jr. and sr. high school students.

TIME COMMITMENT

The position is designed to encompass 20 hours a week; the candidate is expected to work with the senior minister and the personnel committee to keep hours to that level. This position is interim only; it will continue until a settled associate is hired or at the discretion of Plymouth. The interim associate minister will be ineligible to apply for the settled position.

DUTIES

- Pastoral care and visitation is a primary responsibility of the interim associate minister. This will involve visiting older members in their residences, reaching out to members experiencing physical illness or spiritual disconnection, and identifying members grappling with psychological issues. (6 hours/week)
- Assist Deacons in lay care giving training program (3 hours/week)
- Supervision and support of volunteer leaders for the junior and senior high school youth fellowship groups. (2 hours/week)
- Preach and lead worship one Sunday each month. (2 hours/week)
- Assist with weddings and funerals as needed. (1 hour/week)
- Communicate and meet with senior minister and participate in weekly staff meetings (1.5 hours/week)
- Attend monthly meetings of Church Council, Deacons (1.5 hours/week)
- Attend services of worship at Plymouth (3 hours/week)

COMPENSATION

The position will be paid on a half-time basis only. The annual salary and housing allowance (cash compensation) is \$20,000. A \$2,000 annual car allowance is also included.