



HOUSE OF HOPE
PRESBYTERIAN CHURCH

Position Description

Job Title: Transitional Associate Pastor for Faith Formation
and Lifelong Learning
Reports To: Transitional Pastor/Head of Staff
FLSA Status: Full-Time exempt

Date of Last Revision: August 31, 2023

A. RESPONSIBILITIES

1. In General

The Transitional Associate Pastor for Faith Formation and Lifelong Learning is responsible for assisting and working with the Pastor as a part of a ministerial team charged with the following duties: providing spiritual leadership that flows from a personal, vital faith in Jesus Christ; building an atmosphere which recognizes and embraces the pluralism of the congregation, while also recognizing the confessional and theological position of the Presbyterian reformed faith; participating in staff meetings and duties as assigned by the Pastor; assisting in maintaining an atmosphere which will allow all members of the staff to function productively and develop professionally; assisting the officers and lay ministry of the church in an effective implementation of the objectives set forth in the long range plan and the Mission Statement of House of Hope; and projecting the openness of House of Hope before the community.

2. Specific Areas of Accountability

- Develop and oversee comprehensive “cradle to grave” lifelong faith formation programs that are fully integrated into the larger life of the congregation while engaging in the ongoing evolution of organizational needs.
- Oversee, consult, and coordinate with the Director of Children and Family Ministry, and the Director of Youth and Family Ministry for an effective, comprehensive children and youth ministry program for all matters pertaining to young people in cooperation with other staff who have responsibilities with children and youth.
- Consult and coordinate with the Children and Family Ministry Committee, and the Youth and Family Ministry Committee.
- Contribute to ongoing education for youth, college age, young adults, and families to create intergenerational opportunities in connection with Children, Youth, and Family ministries.
- Develop, organize, and coordinate activities with the Adult Ministry Committee and its programs.
- Assist in providing liturgical leadership for worship, including integration of music, liturgy, prayer, preaching, and sacraments within the service of worship.
- Preach as assigned by the Pastor.
- Assist in planning and implementing special worship experiences and teaching ministries as assigned by the Pastor.

- Assist in making Sunday worship as child friendly as possible, which may include occasional children's messages by pastoral staff and others.
- Advise and assist committees of the boards of the Church as assigned by the Pastor.
- Participate in community leadership roles as time allows.
- Participate in activities of the Presbytery as time allows.
- Perform baptisms, marriages, and funerals as assigned by the Pastor.
- Share the pastoral call rotation for emergencies, or as assigned by the Pastor.

B. WORKING RELATIONSHIPS

- Report directly and regularly to the Pastor/Head of Staff on all activities and responsibilities.
- Participate in performance reviews conducted at least annually by the Pastor/Head of Staff and the Personnel Committee.
- Keep appropriate members of the staff advised about assigned activities (e.g., advise the Director of Administration of impact on church of any new program developments).
- Communicate details and plans of events with staff and Communications team in a timely manner.

C. SALARY AND BENEFITS

- The above responsibilities are to be fulfilled based on a 40-hour work week. Crisis situations and emergencies may demand additional hours, and the Transitional Associate Pastor is authorized to adjust the schedule accordingly.
- The Transitional Associate Pastor shall be invited to serve for a period of one year, with the option of extension at the request of the Session and with the approval of the Presbytery through the Commission on Ministry. The contract may be terminated by either the Session or the Transitional Associate Pastor with sixty days by written notice.
- Salary Range including housing: \$57,500 - \$60,000.
- 4 weeks' vacation and continuing education allowance of \$1,500, annually
- Board of Pensions 39%, Effective Salary