

Richland Lutheran Church

901 Van Giesen – Richland, WA 99354 – 509-943-3164

Job Description

POSITION TITLE	Associate Pastor
CALLED BY	Congregation
HIRED BY	Congregation Council
SUPERVISED BY	Lead Pastor
PRIMARY FUNCTION	<p>The Associate Pastor is a member of the Richland Lutheran Church ministry team with two primary responsibilities: 1) support and assist the Lead Pastor in providing Word and sacrament ministry at Richland Lutheran Church, and 2) lead the Outreach Ministry Teams in helping the congregation carry out its witness to the love of God through evangelism, public relations, and support of domestic and foreign missions.</p>
ESSENTIAL FUNCTIONS	<ul style="list-style-type: none">• Preside at worship and administer the sacraments as scheduled• Preach as scheduled (approximately 1/3 of the time)• Conduct special services as needed, such as weddings, funerals, and memorial services• Teach classes• Make pastoral visits to sick, shut-in, hospitalized, and bereaved in coordination with the Lead Pastor• Oversee and provide leadership to Outreach Ministry Teams• Develop an annual ministry plan and budget for Outreach Ministry in cooperation with Lead Pastor and ministry staff• Ensure annual goals in the ministry plan are accomplished within established time frames and budgets• Recruit, train, lead and oversee highly-effective ministry team participants to implement ministry-related tasks• Attend and participate in required meetings• Provide required written reports• Perform other related duties as assigned
SKILLS, WORK EXPERIENCE, QUALIFICATIONS AND EDUCATIONAL REQUIREMENTS	<ul style="list-style-type: none">• Minimum of two years experience as an ordained pastor in a parish setting, preferably in a large congregation with multiple staff• Certified or eligible for certification as a pastor in Lutheran Congregations in Mission for Christ (LCMC)• Related Bachelor's degree or equivalent and a master of divinity degree from an accredited theological school or its equivalent• Effective preaching skills• Proficient in use of computers and software• Proficiency or willingness and capability to become proficient with standard Microsoft Office software• Strong organizational skills with attention to details• Excellent command of the English language in written and verbal form• Exceptional interpersonal communication skills

**WORKING
RELATIONSHIPS**

Effective, productive, and healthy working relationships are required first and foremost with the Lead Pastor, followed by the Richland Lutheran Church staff, Outreach Ministry Team and the general public

CONDITIONS

- Adhere to the Richland Lutheran Church standards of conduct
- Maintain confidentiality except in circumstances where doing so violates legal requirements or clergy codes of ethics
- Possess or be able to obtain a valid Washington State driver's license
- Be able to lift 40 pounds unaided and move objects 40 feet
- Meet minimum standards established in pre-employment screening

PERSONAL ATTRIBUTES

- Mature Christian faith with verifiable commitment to the mission of the church
- Ability and willingness to work collaboratively with ministry team
- Self-starter with good judgment
- Ability to relate to a variety of personalities
- Genuine love and concern for people
- Natural aptitude for working sensitively, empathetically, and tactfully with people
- Receptivity and willingness to respond to feedback
- Natural and thorough communicator of information to superiors and peers
- Flexibility and ability to adapt to changing situations
- Preference for collaboration and working to consensus
- Willingness to pitch in to help others.

CLASSIFICATION

Ordained, full-time, exempt, professional eligible for all benefits as outlined in Richland Lutheran Church personnel policies

Richland Lutheran Church does not discriminate on the basis of race, color, sex, national origin, age, disability, or prior EEO activity. Under Title VII of the Civil Rights Act of 1964, Richland Lutheran Church is allowed to and does discriminate on the basis of religion. Candidates who are otherwise qualified but require reasonable accommodations to perform essential functions of the job are encouraged to apply.