First Congregational/United Church of Christ, Ashland
Job Description

TITLE

Associate Minister

SUMMARY

The Associate Minister cultivates faith formation and spiritual companionship for members of all ages; fosters the development and supports a variety of church ministries and programs; shares the work of ordained ministry and church administration; supports and complements the work of the Senior Minister.

In collaboration with the Senior Minister, this part-time position will support the congregation’s deepening care for one another, living out our core values of spiritual growth, radical welcome and co-creating in ways that

- Support the Congregational Care team as an extension of the pastoral care ministry of the clergy;
- Invest in the leadership development and health of Neighborhood Circles;
- Tend to the congregation’s needs related to aging issues, cognitive impairment, loneliness, mental health, addictions and other family and life crises.

In collaboration with the Senior Minister, this part-time position will help build a relationship infrastructure for adaptive ministry with children, youth, and their families in the Rogue Valley that

- Invests in relationships with parents, grandparents, and caregivers;
- Supports parents & guardians as primary religious educators in their children’s lives;
- Is LGBTQI+ inclusive, affirming and celebratory;
- Acknowledges the economic challenges and geographic dispersion of Rogue Valley families;

The Associate Minister will minister grounded in the story and the community of Jesus at the same time equipping others with spiritual practices appropriate to a seeking community

JOB DUTIES AND RESPONSIBILITIES
Faith Formation and Development

Provide leadership in the faith formation of children, youth and adults. Work with teams and leaders to ensure excellent faith formation curricula, assisting in developing, delivering and regularly evaluating faith formation programming across age levels in relation to the congregation’s vision, values and goals. Train staff, volunteers and leaders.

Church Ministries and Programs

Provide pastoral support and resourcing to teams and ministries of the congregation, with specific responsibility for Parish Life, Families with Children, and Our Whole Lives ministries. Supervise and/or coordinate church activities and special events such as retreats, mission trips, camp, and outreach programs.

Ordained Ministry and Church Administration

Lead and participate in worship, including preaching as scheduled. Officiate at weddings, baptisms, and funerals. Visit with members of the congregation. Provide pastoral care to members of all ages. Participate in creating and maintaining Safe Conduct policies and practices, including training in abuse prevention and response. Continue professional development as recommended for a UCC ordained minister. Share in the administrative work of the congregation. Manage budgets. Support the senior minister.

MINIMUM REQUIREMENTS

Knowledge of

Professional standards for ministry, including best practices for multi-generational ministries with youth and children and with vulnerable and aging adults. Pastoral counseling and referral. Basic computer software use including word processing, database management, spreadsheet development. Social media platforms and use for ministry.

Skill in

Communicating with members of the congregation and staff, including preaching, teaching and leading worship in an open and affirming style. Planning and executing programs that foster spiritual growth and nurture participants’ abilities to share their own gifts through their life and ministries. Leadership development of staff and volunteers.

Ability to

Interact positively with church members, staff, volunteers and public, evidencing maturity and the spirit of service. Work independently, while grounding this work in the congregation’s larger mission, vision, and values. Identify with and serve a church of diverse theologies and participants.

Carry out other duties as required.

Education

Successful completion of an accredited seminary program or equivalent preparation; a Master of Divinity through an accredited seminary is the traditional path. Certified to facilitate Our Whole Lives curriculum or willing to be certified.

Experience

Proven track record in religious or non-profit organizations. Planning and leading values-based sexuality education especially desirable.

Ordination/License

Ordained by or eligible for privilege of call with the United Church of Christ as an authorized minister.

The Associate Minister is an at-will employee, serving at the discretion of the Church Council. The position reports to and is supervised by the Senior Minister.