

CHURCH OF THE PALMS
SARASOTA, FL

POSITION DESCRIPTION

POSITION TITLE:

Executive Associate Pastor

REPORTS TO:

Senior Pastor

OVERALL RESPONSIBILITIES:

This individual is responsible for furthering the purpose and vision of the Church through assisting the Senior Pastor in managing the church operations and overseeing the pastoral care ministries of the church.

SUPERVISORY RESPONSIBILITIES:

In General, the Executive Associate Pastor works closely with the Senior Pastor and assists in the supervision, review and guidance of the administrative staff of the church. Additional guidance is provided through the appropriate committees of the Session. In conjunction with the Senior Pastor assists in the performance evaluation and makes recommendations at least annually through the personnel committee of the Session.

IN TERMS OF SPECIFICS: On a day to day basis, manages operations of the church's ministry and programs, which include the following:

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| a.) Program Coordination | h.) Assimilation |
| b.) Office Staff | I.) Personnel |
| c.) Communications | j.) Deacons |
| d.) Congregational Care | k.) Early Childhood Center |
| e.) Membership | l.) Church of the Palms Foundation |
| f.) Finance & Administration/Budget | m.) Stewardship |
| g.) Facilities | |

OTHER RELATED SUPERVISORY RESPONSIBILITIES:

1. The Executive Associate Pastor serves as the Acting Head of Staff in the absence of the Senior Pastor.
2. Assists the Senior Pastor in conflict resolution matters that arise between staff members.
3. Oversees, encourages, and facilitates the pastoral care efforts of the church.
4. Provides personnel supervision and support for the Pastoral Assistants for Visitation, the Director of the Back to Basics Tutoring Program, Director of the Food Ministry, Director of Finance, Director of Communications, Director of Early Childhood Center, Director of T.V. Ministry, Campus Coordinator, and Administrative Assistants.
5. Develops new pastoral care programs relevant to the needs of the members.

OTHER RELATED SUPERVISORY RESPONSIBILITIES: (Contd.)

6. Serves as Pastoral resource for the Deacons and their associated programs, the Stephen Ministry Program, the Memorial Garden Board, the Samaritan Counseling Center and various other groups engaged in the outreach to those with special needs.
7. Establishes and is responsible for visitation and follow-up programs as relevant to the needs of those who are hospitalized or facing loss, grief, loneliness or who otherwise need pastoral care.
8. Develops and maintains a system that provides members access to pastoral care in emergency situations.
9. Serves as a pastoral resource to the Congregational Life Committee and its subcommittees.
10. Serves as resource to the Presbyterian Women.
11. Share in worship leadership on a weekly basis.
12. Develops and facilitates an effective congregation involvement program that includes new members assimilation.
13. Does program evaluation, initiates new programs as needed for involvement, and brings closure to programs that have already served their purpose
14. Attends staff meetings and other events as requested by the Senior Pastor.
15. Serves as a member of Session.
16. Participates in the work of Peace River Presbytery.
17. Performs weddings, funerals, memorial services, counseling, and other pastoral functions as needs arise or as directed by the Senior Pastor.
18. Serves as worship liturgist and preach as assigned by the Senior Pastor.

LEADERSHIP TEAM: The Executive Associate Pastor is a member of the Leadership Team which includes:

- a.) Senior Pastor, Executive Associate Pastor
- b.) Associate Pastor for Discipleship.
- c.) Visitation Pastors.
- d.) Director of Children and Family and Director of Youth and Family.

CHARACTERISTICS (Supported by example):

1. Leads a life of disciplined discipleship and exhibits a contagious relationship with Jesus Christ.
2. Models a healthy balance between God, self, family and ministry.
3. Gets energized by organizational and administrative challenges.
4. Effectively delegates.
5. Gets inspired and encouraged by leading and working on a ministry team
6. Effectively builds strong working relationships with support staff.
7. Effectively communicates in various settings: worship, teams, small groups, committees.
8. Effectively responds and follows up.
9. Embraces the mission to equip disciples for the service of Christ.
10. Has a good sense of humor.
11. Comfortable working with a wide range of people from different backgrounds.

QUALIFICATIONS:

1. Proficient with computer and data systems.
2. Master of Divinity degree and ordainable in the Presbyterian Church (USA).