

HOPE PRESBYTERIAN CHURCH

7132 Portland Avenue South – Richfield, MN 55423

POSITION DESCRIPTION

Pastoral Ministry Associate

Purpose

The Pastoral Ministry Associate is a part-time (5-10 hour per week) pastoral support role designed to strengthen Sunday morning ministry, care for people with increased needs, and provide relational support to the congregation. This role will serve primarily on Sunday mornings, assisting with worship leadership and providing staff support to Host Teams as they welcome and care for our existing members and those on the way.

The Pastoral Ministry Associate helps the church embody a simple conviction: people should encounter the welcome, presence, compassion, and care of Jesus when they walk through our doors. This role provides a bridge between Sunday hospitality and pastoral care, equipping volunteers to welcome people well while ensuring that individuals with greater needs are met with both compassion and appropriate boundaries.

Characteristics and Qualifications

The ideal candidate will:

1. Demonstrate a mature and growing relationship with Jesus Christ.
2. Have a strong desire to serve people through pastoral presence, prayer, and relationship.
3. Possess good relational and listening skills.
4. Be comfortable engaging people from a wide variety of backgrounds and life circumstances.
5. Demonstrate wisdom, compassion, discretion, and healthy boundaries.
6. Be able to remain calm and grounded when responding to challenging or unexpected situations.
7. Have an understanding of, or willingness to learn about, mental health and addiction challenges.
8. Work collaboratively with pastors, staff, and lay ministry leaders.

9. Have experience in pastoral ministry, church leadership, counseling, recovery ministry, social services, or a related field preferred.
10. Ordination or formal theological education is preferred but not required.

Roles and Responsibilities

1. Sunday Worship Leadership

- a. Participate regularly in Sunday morning worship services.
- b. Assist with worship leadership as requested, including:
 - Prayers
 - Scripture reading
 - Announcements
 - Communion leadership
 - Welcome and hospitality
 - Other worship leadership responsibilities as appropriate
- c. Help create a warm, welcoming, and spiritually grounded worship environment.
- d. Work collaboratively with pastors, worship staff, and service leaders to prepare for Sunday services.
- e. Be available to respond pastorally to unexpected needs that arise during worship.

2. Host Team & Sunday Ministry Support

- a. Provide pastoral support and guidance to Sunday Host Teams as they welcome those with increased needs.
- b. Help Host Team members respond appropriately when guests or congregants are experiencing challenges related to mental health, addiction, homelessness, crisis, or other complex circumstances.
- c. Serve as a pastoral resource when situations require additional discernment, care, or staff involvement.
- d. Help Host Team members maintain appropriate boundaries while offering compassionate and Christ-centered care.
- e. Follow established church protocols regarding safety, crisis response, confidentiality, and referrals to professional or community resources.
- f. Build relationships with individuals who regularly attend the church and may benefit from consistent pastoral connection.

3. Pastoral Presence & Congregational Care

- a. Offer a visible and approachable pastoral presence on Sunday mornings.
- b. Develop relationships with congregants and guests through informal conversations, prayer, and encouragement.
- c. Identify pastoral care needs and communicate appropriately with the pastoral staff.
- d. Pray with individuals and offer basic pastoral encouragement and spiritual support.
- e. Make referrals to pastors, professional counselors, recovery resources, or other appropriate care providers when needs exceed the scope of this role.

Additional Responsibilities at 10 Hours per Week

If the position expands to 10 hours per week, responsibilities may include one or both of the following areas:

4. Pastoral Care for Men

- a. Develop intentional pastoral relationships with men in the congregation.
- b. Provide prayer, spiritual encouragement, and pastoral conversations around faith, family, work, relationships, and life transitions.
- c. Follow up with men experiencing significant life circumstances or pastoral care needs.
- d. Make appropriate referrals for counseling, recovery, or other specialized care.
- e. Collaborate with the pastoral staff to identify opportunities to strengthen care and connection among men in the congregation.

5. Support for Men's Ministry

- a. Provide staff partnership and pastoral support to the Men's Ministry Team.
- b. Help the team develop and implement gatherings, groups, studies, service opportunities, and other ministry initiatives.
- c. Encourage connection and discipleship among men across generations and life stages.
- d. Help identify and cultivate leaders within the men's ministry.
- e. Support communication, planning, and follow-up for men's ministry initiatives.

Core Competencies

Pastoral Presence — Brings warmth, compassion, prayerfulness, and spiritual maturity to interactions with others.

Relational Wisdom — Listens well, recognizes different needs, and responds with appropriate care and boundaries.

Crisis Discernment — Can recognize when a situation requires additional pastoral, professional, or emergency support and knows when to involve others.

Collaborative Leadership — Works effectively with pastors, staff, Host Teams, and ministry volunteers.

Reliability & Flexibility — Is dependable in Sunday responsibilities while able to respond appropriately to changing ministry needs.**Reporting Relationship**

The Pastoral Ministry Associate reports to the Associate Pastor and works collaboratively with worship staff, Host Team leaders, and other ministry staff.

Part-Time: 5–10 hours per week

The position may be structured at 5 hours per week with a primary focus on Sunday ministry and Host Team support. If expanded to 10 hours per week, the role may include additional pastoral care responsibilities, particularly among men in the congregation, and/or support for the church's men's ministry. The weekly schedule may be flexible outside of Sunday morning responsibilities.