

**THE PRESBYTERIAN CHURCH OF CHATHAM TOWNSHIP
240 Southern Boulevard, Chatham, New Jersey 07928**

Position Description: Parish Associate

POSITION OVERVIEW

Summary: The Parish Associate assists with pastoral duties including preaching, worship leadership, and pastoral care; supports the work of the Board of Deacons as staff liaison; and serves in one or more additional leadership capacities by mutual agreement with the Head of Staff. Regular communication and collaboration with the Head of Staff, Church Administrator, and other relevant staff and volunteer leaders are essential for success.

Accountability: The Parish Associate reports and is accountable to the Head of Staff.

Hours: Part-time (exempt), approximately 10 hours per week, including occasional evening meetings and most Sunday mornings, with the flexibility of having at least one Sunday off each month.

KEY DUTIES AND RESPONSIBILITIES:

1) Preach and Lead in Worship

- Preach approximately once per month, or as arranged with the Head of Staff.
- Participate in worship leadership 2-3 times per month and, if eligible to do so, administer the sacraments when requested.
- Assist with seasonal worship planning and bulletin preparation.

2) Provide Pastoral Leadership and Communication

- Provide pastoral coverage, as available, when the Head of Staff is on vacation or study leave, including emergency pastoral visits, preaching, worship leadership and planning, and officiating at memorial services, if requested.
- Meet regularly with the Head of Staff, virtually or in person, no less than bi-weekly.

3) Assist with Pastoral Care

- As available, provide emotional and spiritual support to congregation members through various means such as visits, phone calls, text messages, and hospital visits.
- Support the overall well-being of congregation members, staff, and families during times of transition, stress, grief, and loss.

4) Serve as Pastoral Liaison to the Board of Deacons

- Foster a sense of compassion and care among all Deacons, encourage contact with area ministries, and support for the work of fellow Deacons.
- Maintain regular communication with the Deacon Moderator; help set agendas and attend monthly Deacon meetings.
- As requested, provide periodic training and coaching, ensuring that the Board is responsive to the evolving needs of the congregation.

- 5) *Provide Staff Support to one or more program areas or committees as determined by the congregation's leadership needs, and the Parish Associate's skills, interests, and availability. This could include coordinating the Adult Education Committee, serving as staff liaison to the Mission Committee or other similar responsibilities.*

ADDITIONAL INFORMATION:

Qualifications:

- Pastoral Sensitivity: Clear understanding of spiritual and emotional needs, able to provide appropriate spiritual guidance and support.
- Empathy and Compassion: Genuine and sincere compassion along with exceptional listening and communication skills.
- Organizational and Teamwork Skills: Highly organized and able to work collaboratively with others, including church staff and volunteers.
- Confidentiality: Maintain the highest standards of confidentiality and respect for the privacy of members and their families.

Compensation & Benefits: This salaried position will be paid every other week based on an average of 20 hours per pay period. While benefits are not offered as part of this position, when appropriate, compensation may be designated as a housing allowance and/or toward a pension benefit.