

**Temporary Stated Supply Associate Pastor, First Presbyterian Church  
Durham, NC  
Job Description**

**General Statement of Duties:**

The Temporary Stated Supply Associate Pastor works in the areas of pastoral care, social justice advocacy, membership, worship, and young adult ministry. The Temporary Stated Supply Associate Pastor will collaborate with the Pastor and other staff in the areas of worship planning and leadership, fellowship opportunities, and service to the community. He/She/They will actively support the mission and values of the church. Duties are supervised by the Pastor as Head of Staff and are based on terms of call approved by the congregation.

**Areas of Responsibility and Specific Duties:**

1. Pastoral Care - in conjunction with the Pastor, the Temporary Stated Supply Associate Pastor will:
  - visit those members of the congregation experiencing significant illness or loss;
  - visit those whose health or caregiving role keeps them away from worship and church activities;
  - provide counsel and support to members of the congregation undergoing significant distress or transition;
  - coordinate the pastoral work of the deacons, lay visitors, and care teams;
  - support innovation and expansion in models of pastoral care.
  
2. Social Justice Advocacy – in conjunction with the Pastor, the Temporary Stated Supply Associate Pastor will:
  - encourage and support congregational work for social justice;
  - be an active participant in the greater community of Durham supporting the mission of the church and working for social justice.
  
3. Membership - in conjunction with the Pastor, the Temporary Stated Supply Associate Pastor will:
  - welcome and build relationships with visitors;
  - plan and implement inquirers' classes;
  - support new members as they seek to become involved and invested in the church.
  
4. Young Adult Ministry – the Temporary Stated Supply Associate Pastor will:
  - work with young adults to plan and coordinate fellowship meals and events;
  - welcome young adult visitors and get them connected with the young adult community;
  - support young adults to grow in discipleship, to deepen spiritual understanding, and to connect to the beloved community; and

- provide pastoral care to young adults.
5. Worship - the Temporary Stated Supply Associate Pastor will:
    - participate with other pastors, the Minister of Music, and the Worship and the Arts Committee in the planning of weekly worship services;
    - participate in worship leadership as needed and requested by the Pastor and the Committee;
    - preach approximately 6-12 times a year.
  6. Church Officers and Governance - the Temporary Stated Supply Associate Pastor will:
    - meet regularly with and serve as staff to the Diaconate and related committees;
    - serve as Moderator of Session when needed;
    - work with the Pastor to plan and organize new officer training;
    - work with standing Session committees as needed.
  7. Additional duties (as required and in collaboration with other staff):
    - lead and support the entire FPC community;
    - teach and lead classes and retreats.

**Qualifications:**

1. Undergraduate degree from an accredited college or university.
2. A Master of Divinity degree or its equivalent.
3. Preferred ordination in the PC(USA) or covenant partner, or candidacy for ordination.

**Miscellaneous:**

This is a full-time position. The Temporary Stated Supply Associate Pastor's job is a temporary position for one year with a possibility of renewal. The person chosen will be eligible to apply for the permanent position. Salary will be commensurate with experience.