

Parish Associate Job Description

Overview: Performs pastoral care and leadership in planning, organizing, and directing spiritual programs and services primarily focused on the Senior Adult members at Hudson Memorial Presbyterian Church plus sharing in general pastoral care for the whole congregation.

AGREEMENT TERMS

Estimated 20 hours/week

A trial period to assess the arrangement.

MINISTRY TASKS:

Pastoral Care

- To work with the Senior Pastor in coordinating care/hospital visits with congregants (Exchange emails on Mondays and text as necessary), with special emphasis on end-of-life care;
- Along with the Senior Pastor and the deacons, develop and staff needed support groups and explore and invite possible partnerships with community support groups.
- To communicate necessary needs to staff, deacons and prayer team (PA to be included on Deacon's Care Team emails);
- To assist, when available, in homebound communion during Lent and Advent;

Worship

- To share in worship leadership, participating at least once a month;
- To be the first "ask" for preaching opportunities when Senior Pastor is away;
- To lead occasional special services when invited (Good Friday, Maundy Thursday, etc.)
- Lead funerals and/or weddings upon consultation with family or Senior Pastor

PERSONNEL TASKS

The Parish Associate

- Reports to the Senior Pastor;
- Engages the Personnel Committee for support and
- Works collegially with church staff and necessary committees;
 - (is welcome, but not expected to attend Session meeting or staff meetings);
- Maintains faithful relationships with parents, children and youth.

Email jobs@hmpe.org to apply,