



## **Associate to the Pastor**

### **Summary**

Provide vision and leadership for the community and the pastoral team in close collaboration with the pastor through developing messages and fostering organizational clarity and health.

### **Essential Duties and Responsibilities**

- Develop messages (homilies/sermons) that are accessible and relevant to the unchurched and that challenge members to grow as disciples
  - Draft message series outlines and weekly messages 2-4 weeks in advance of message series start date or message delivery.
  - Facilitate weekly message team meeting with pastor and other members of the message team in order to evaluate recent messages and plan for future messages.
  - Plan and lead annual message planning off-site retreat to plan message series topics and themes for the upcoming year.
  - Advance the goal of “one church one message” in our community and among our team.
  - Schedule and participate in weekly message rehearsal.
- Promote organizational health and clarity through attending to the health of the team and investing in its growth
  - Provide supervision, support, and structure to enable our team to become high impact leaders
  - Determine staff hiring needs and plan for team growth and role changes in collaboration with pastor; design hiring processes to recruit, interview, and hire new team members.
  - Ensure smooth transitions of employees; develop and implement onboarding process and process for departing employees.
  - Create and update employee handbook and benefits information; lead and oversee performance review process.
  - Manage professional development for all team members; ensure that our team is always learning and growing.
  - Provide support for supervisors/managers in successfully working with direct reports.
  - Create and implement strategies, events, and processes to promote team health and growth; organize annually: team overnight retreat (spring) and off-site team learning retreat (fall).
- Provide leadership and development of vision for children and student ministries
  - Provide supervision and support to children’s ministry coordinator and coordinator of student ministry

- Design and implement parent-portion of Reconciliation and Eucharist (sacramental preparation) workshops for parents of second grade children with the goal of welcoming unchurched families and helping parents discover a relationship with God
- Participate as an active member of the pastoral team; attend team meetings and contribute to team projects; perform other duties and responsibilities as assigned.

### **Qualifications**

You are a highly motivated Christian leader, committed to our mission of making disciples. You are an adaptable, growth-oriented, and committed leader with an eye for excellence in all areas of responsibility and oversight. You have had significant exposure to the Roman Catholic church, with a gift for communicating the Good News in a way that is accessible and relevant to the unchurched and that challenges members to grow as disciples. You can provide the vision and leadership to develop message series that inspire behavioral change and growth. You have a degree in theology and strong communication and organizational skills. You are creative, flexible, and have a great sense of humor. You love to think outside the box and come up with creative solutions. Although you enjoy working with others, you also know how to work independently and get things done. You are able to admit mistakes, learn new tools, and take on new challenges. You are committed to growing in your own relationship with Jesus Christ. You are willing to support the mission of the Catholic Church and eager to join a dynamic and ambitious team.

### **Details:**

- Reports To: Pastor
- Schedule: Sundays; team meetings/gatherings on Monday and Thursday afternoons, otherwise flexible; must be present Holy Week, Easter, and Christmas Eve.
- This is a full-time, salaried, exempt position.
- To apply, email cover letter and resume to [info+assoc@newroadscatholic.org](mailto:info+assoc@newroadscatholic.org)