POSITION TITLE Associate Minister	DETAILS:
REPORTS TO Senior Minister	RELATES TO Web of Care Ministry, Director of Communications, Ministerial Staff, Senior Minister, Director of Administration
JOB DESCRIPTION DATE October 22, 2025	EXEMPT **X** NON-EXEMPT

Job Description: Associate Minister

Position Purpose:
The Associate Minister fills a three-quarter-time position with shared responsibility—alongside the Senior Minister—for pastoral care, ministries to children and families, ministries to youth and families, preaching, congregational leadership, and broadly relating to the various ministries of the congregation.

Essential Duties/Responsibilities
Hours: Approximately 30 hours/week, including normally at least two (and ideally three) weekdays in-office (scheduled in collaboration with the Senior Minister), and Sundays. Both hours and duties may vary with the seasons of the church year and with the needs of the congregation.

Duties and responsibilities fall into the following categories:

Pastoral Care
Visitation (Approximately 6-8 hours/week)
• Provide visitation to members and friends of FPCC who are hospitalized.
• Provide visitation to members and friends of FPCC who are homebound and in retirement communities.
• Provide visitation to members and friends of FPCC who are undergoing major life events, transitions, or ongoing challenges.
• Officiate memorial services as requested by families.

Congregational Support (Approximately 4-6 hours/week)
• Support Web of Care Ministry at FPCC through advice, counsel, and administrative support as necessary
• Liaison to staff: provide support for staff in dealing with church members' health or family crises or other pastoral care matters

• Assist the staff team and laity in the development and implementation of aging/caring related CE programming/groups

Children and Families (Approximately 10 hours/week)

- Plans, organizes and shepherds a program, consonant with First Plymouth's Mission Statement, which will facilitate the spiritual formation of children and families.
- Provides leadership and oversight for Christian Formation programs for children including, but not limited to, the following:
    - o Communicates the philosophy of Children's Ministries upheld by the First Plymouth community to all teachers, staff, volunteers and family participants.
    - o Plans and coordinates the Sunday School program.
    - o Plans summer educational activities, including Vacation Bible School (VBS).
    - o Recruits, trains and supports teachers.
    - o Integrates the Sunday School with the congregation's worship, music and service/outreach programs.
    - o Provides direction and supervision to childcare providers and (as applicable) paid teachers.
    - o Participates in interviewing, screening, and hiring of paid and volunteer children's ministries and childcare staff.
    - o Assumes primary charge of curricula materials and supplies and children's classrooms/spaces.
- Collaborates with the Senior Minister, Mission Team and Christian Education Committee in creating new opportunities for the spiritual formation of children and families, with a focus on preparing children for advancement to the youth program
- Communicates Children's Ministries news and opportunities through First Plymouth publications and media as well as directly with parents/guardians.
- Develops short and long range planning (both in programming and budgeting) that will ensure the efficient administration of assigned responsibilities.
- Provides pastoral care and support to children and families.
- Maintains cooperative relationship with the Director of the Learning Center
- Monitors adherence to church policies for childcare safety and boundary guidelines for volunteers, and oversees boundary training sessions for all volunteers and paid childcare workers.
- In collaboration with the Senior Minister, develops a professional growth plan to enhance professional abilities through education and affiliation with relevant professional organizations.
- Is responsible to abide by all policies and boundary training requirements of the Metro Denver Association and First Plymouth Congregational Church.

Broad Ministries of the Congregation (Approximately 2 hours/week)

- In collaboration with the Senior Minister, provides support and guidance to the various ministries of the congregation, including Creation Justice, Open and Affirming, Racial Equity, the Immigration Task Force, FP WISE, Gun Violence Task Force, arts programming, and others.

Administration (Approximately 2 hours/week)
• Data collection and entry into ShelbyNext database: attendance, pastoral care notes
• Communication with the broader staff of pastoral care needs
• In collaboration with the Senior Minister, provide support for funerals, weddings, memorials, interments
• On days in the office, respond to the community (calls/walk-ins) and congregant benevolence and care requests with relevant resources and support.\

Worship (Approximately 10 hours/month)
• Lead worship and preach once or twice each month (twelve-fifteen times per year).
• Lead Story for All Ages most Sundays.

Education (approximately 1 hour/week)
. Ongoing education through webinars or reflection and evaluation with the Senior Minister.

Job Qualifications:
• Commitment to collaborative, creative, and innovative ministry in a flexible work, environment
• Excellent oral and written communication and interpersonal skills
• Computer proficiency skills including ShelbyNext, Microsoft Office 365, Outlook

Education and Experience:
• Enrolled in or completed a M. Div. or similar program of preparation for ministry.
• Relevant experience in a church, hospital, or ministry setting
• Experience in planning worship and preaching. Evidence of proficiency and/or training in planning worship and preaching is necessary.

Please include your three references and their contact information. Please send applications to search@rmcucc.org. *Thank you!*