

Parish Associate Job Description

Type of Position: Non-Exempt

Hours Per Week: 20-25

Reports To: Lead Pastor

Direct Reports: None

PMT Approved: January 22, 2025

Job Summary: Leads in cooperation with the Deacons and program staff in providing consistent congregational care at Columbia Presbyterian Church. Works to ensure individuals physically unable to participate in worship continue to be relationally connected to the church.

Essential Duties & Responsibilities

1. The primary focus for the Parish Associate is to establish and maintain a personal ministry visitation and care for the church's older congregants.
2. Coordinate with the Deacons to provide hospitality/greeters outside the church building and in the gathering space.
3. Provide leadership, training, and guidance to enable the Deacons to perform the ministry of congregational care.
4. Function as a resource for the Health Ministry Team.
5. Assist in worship services once a month as directed by Head of Staff.
6. Conduct weddings, funerals, and memorial services, as assigned by Head of Staff.
7. Pursue professional development pursuant to a plan approved by the Personnel Ministry Team.

Other Responsibilities

1. Collaborate with other members of staff, Session, Board of Deacons, and congregation to achieve mission of CPC.
2. Participate in weekly staff meetings once a month.
3. Participate in Session meetings on a quarterly basis and retreats as needed.
4. Regularly attend worship services at CPC.
5. Preach twice a year.
6. Help troubleshoot more complex economic and social issues with congregants and broader community members in crisis (basic social work).

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty in a satisfactory manner. The following job specifications are representative of the education and experience as well as the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education & Experience

1. Ordination in the Presbyterian Church or other Christian denomination preferred.
2. Experience providing congregational care.

Knowledge, Skills & Abilities

1. Ability to provide servant leadership with excellent interpersonal and communication skills and be a good listener.
2. High computer literacy with a sound working knowledge of Microsoft's Office suite of applications and other relevant and necessary phone applications.
3. Demonstrated effectiveness and skill with attention to detail.
4. Ability to relate to a variety of people including congregants, volunteers, visitors, and strangers.
5. Ability to develop sound working relationships, work with a spirit of generosity and achieve in a team environment.
6. Energetic and highly motivated with initiative and capacity to work with a minimum of supervision.
7. Driver's license and private vehicle.
8. Commitment to maintaining confidentiality, security and privacy of personal information and records.

Physical Requirements

1. Sitting, standing, walking, bending, and reaching.
2. Engaging in repetitive movements of wrists, hands, and fingers – typing and/or writing.
3. Working frequently at close visual range (i.e., keyboarding and reading).
4. Receiving and responding to oral communication.
5. Exerting up to 20 to 40 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.