**EMMANUEL UNITED CHURCH OF CHRIST, GREENVILLE, SC**

**Associate Pastor and Director of Faith Formation**

Desired Qualifications:

* Masters level Theology/Religions Education training or training in a related theological field.
* Ordination (or in process).

Associate Pastor responsibilities and regular activities include:

* Lead worship with the senior minister including preaching and communion as well as officiate at weddings, baptisms and funerals. Examples include:
	+ Develop and oversee production of weekly services and bulletins.
	+ Develop worship elements in conjunction with pastor that are relevant to the pastor’s sermon and lectionary texts including prayers, secondary texts and other elements as discussed with the worship team.
	+ Coordinate hymns and music alongside the music director.
	+ Coordinate and guide liturgists in leading worship.
* Visit/engage members of the congregation. Be available for pastoral counseling. Examples include:
	+ Reach out to those members in need of emotional and physical support as well as perform visits.
	+ Act as liaison for guests alongside the senior minister and aid in finding ways for each guest and family to be engaged in the life of EUCC.
* Serve as EUCC representative both in communication and presence to the United Church of Christ and Southeast Conference
* With the appropriate congregational team(s), provide administrative leadership and oversee the administrative work of the congregation. Examples include:
	+ Serve as recording secretary on the Coordinating Council
	+ Serve as the information link for the Coordinating Council.
	+ Develop and produce the weekly eNews news letter.
	+ Manage the website and contents including the church directory.
* Continue professional development as an ordained ministry as defined by the Marks of Excellence in Authorized Ministry of the United Church of Christ.

Director of Faith Formation responsibilities and regular activities include:

* With the appropriate congregational team(s), design and implement formational programs that support lifelong learning and spiritual maturity.
* With the appropriate congregational team(s), oversee and develop a coordinated approach toward ministry with children and youth.
* Teach special sessions when called upon such as Living the Questions, Our Whole Lives or other biblical and theological studies.
* Lead confirmation classes and process, drawing on congregational support as needed or desirable.