

SECOND PRESBYTERIAN CHURCH
Indianapolis, Indiana
INTERIM ASSOCIATE PASTOR/COORDINATOR OF ENGAGEMENT

The Interim Associate Pastor (or Interim Coordinator) of Engagement will be responsible for designing, implementing, and evaluating programs of evangelism, new member assimilation, member engagement, community formation, and fellowship at Second Presbyterian Church. Effectiveness will be evaluated by the presence of a spiritually dynamic, highly visible, well-communicated, skillfully coordinated, diverse membership and evangelism program, with active and enthusiastic congregational participation that welcomes visitors and invites them to Christian fellowship and involves new members in the transforming life and ministry of the church.

ACCOUNTABILITY

The Interim Associate Pastor/Coordinator of Engagement is accountable to the Session of Second Presbyterian Church through the Personnel Committee of Second Presbyterian Church and serves under the direction of the Senior Associate Pastor of Congregational Life and the Senior Pastor of Second Presbyterian Church.

PERSONAL QUALIFICATIONS

Holds and demonstrates Christian values
Deep faith in Jesus Christ and love for the Church
Passion for evangelism and Christian formation
Well-organized
Honors confidentiality
Effective in guiding staff and volunteers in overseeing a comprehensive program of evangelism and new member assimilation
Team player, manifesting grace, humor and joy in working with others
Open to new ideas and approach challenges with a creative and flexible spirit

PROFESSIONAL QUALIFICATIONS

Master of Divinity Degree (Associate Pastor)

Demonstrates a deep love for promoting evangelism and spiritual formation
Skillful communicator of the Gospel and teacher of the Christian faith
Skillful administrator of church programs

RESPONSIBILITIES:

Inspire others for sharing the Gospel and the love of Jesus Christ
Evaluate programs of evangelism, assimilation, engagement, and community formation
Connect with first-time worshippers and communicate with visitors
Serve as staff liaison to the Congregational Life Committee that has overview of the ministries of evangelism, membership, and fellowship
Coordinate the evangelism events that promote a culture of invitation
Coordinate the welcoming and follow-up of visitors
Coordinate hospitality and welcoming atmosphere on Sunday mornings and for special events
Oversee the Welcome Centers and the Sunday morning Coffee Hour and the Hospitality Team.
Develop materials and website content for visitors and new members
Design and lead the new member program
Coordinate the assimilation of new members through the Follow-up Ministry Team
Supervise the administrative assistant responsible for membership records and statistical reports
Provide Statistical Report to Session monthly
Oversee fellowship groups
Design and promote fellowship events

Participate in hospital calling on a rotation basis and provide pastoral care when requested
Meet regularly with the Senior Associate Pastor of Congregational Life.
Attend all pertinent staff meetings
Attend all Staff retreats
Attend all Session meetings
Assist in worship services and preach, as requested
Teach at Sunday School classes, as called upon
Perform all other pastoral and administrative duties as assigned

Date approved by Personnel: 12/5/18 _____