

**OAK GROVE PRESBYTERIAN CHURCH**  
**ASSOCIATE PASTOR for CONGREGATIONAL EDUCATION –**  
**POSITION DESCRIPTION**

<b>Reports to:</b> Head of Staff	<b>Direct Reports:</b> Nursery Childcare Provider
<b>Status:</b> Temporary Part-time Stated Supply (20-24 hours per week)	
<b>Date:</b>	<b>Approved by:</b> Session

**JOB SUMMARY:**

The Associate Pastor for Congregational Education provides spiritual, educational and administrative leadership to the congregation. Coordinates diverse opportunities for Christian faith development for children and adults. Serves as resource to Children’s Ministry, Youth Ministry, & Adult Faith Formation. Provides leadership in worship, preaching approximately 6-8 times a year or whenever requested.

**ESSENTIAL FUNCTIONS:**

- Resource children’s programming, youth programs, adult formation programs and their respective committees
- Oversee curricula for Sunday mornings
- Organize/coordinate Wednesday evenings in conjunction with Head of Staff
- Participate in Session and staff meetings as needed.
- Plan intergenerational activities and events (pilgrimages, service opportunities, social events)

Children’s & Youth Ministry

- Oversee Safe Church policies
- Ensure that all background checks are completed and on file for the volunteers working with the children and youth
- Advocate and facilitate children and youth leadership in worship
- Coordinate VBS
- Coordinate Confirmation, in partnership with Head of Staff, as needed

Adult Formation & Intergenerational Ministry

- Resource Adult Faith Formation to schedule Sunday morning opportunities
- Plan, with Head of Staff, Wednesday Evening programming (attending most Wednesday evening event programs)
- Coordinate/lead Advent and Lent programs as needed

Nursery

- Supervise Nursery Care providers and volunteers.
- Purchase supplies for the nursery.
- Coordinate child care for special events if needed.
- Oversee payroll sheets for the nursery staff.

**WORSHIP RESPONSIBILITIES:**

- Participate in Sunday Worship 2 Sundays per month (alternating with another Associate Pastor)
- Preach occasionally (6-8 times a year, or as requested) Participation in special services as needed (Ash Wednesday, Maundy Thursday, Good Friday, Christmas Eve).

**OTHER RESPONSIBILITIES**

- Attend various congregational events as able (Oak Rovers, Burgers and Brew, Ladies Who Lunch, PW, etc)

**Possible Weekly Schedule – to be negotiated***Week 1 – with Sunday Worship*

Committee Support (4 hours)  
In person-office (8-12 hours) – 3 days a week 3-4 hours per day  
Sunday Worship (5 hours)  
Wednesday Evening (3 hours)

*Week 2 – Sunday Off*

Committee Support (4 hours)  
In person-office (8-14 hours) – 3 days a week 4-5 hours per day  
Wednesday Evening (3 hours)  
Other events (2 hours)

This is a temporary, part-time Stated Supply position for a renewable 12-month contract (as outlined in the Book of Order G-2.0505b) with limited benefits.

For questions or to submit a resume, please email [personnel@oakgrv.org](mailto:personnel@oakgrv.org)