



Position Description for Parish Associate for Pastoral Care

A. Job Summary

The Parish Associate is to serve in a support role to the Pastor/Head of Staff with primary emphasis on the process and systems of pastoral care. The Parish Associate is hired by The Session and supervised by the Senior Pastor. This position is part-time.

B. Qualifications

1. A committed Christian dedicated to the Lord Jesus Christ
2. An ordained minister in either the PC(USA) or theologically compatible denomination.
3. Experience in Pastoral Care ministries of the Church
4. Be compliant with the Covenant Presbyterian Church Child Protection Policy which includes a criminal background check

C. Responsibilities

1. Be available to Covenant for an average of 20 hours per week
2. Provide hospital and emergency visitation as coordinated with the Senior Pastor
3. Resource, support and attend the meetings of the Board of Deacons
4. Resource, support and attend the meetings of the Commission for Nurture and Outreach, and the Stephen Ministry
5. Shall coordinate with the Head of Staff in the Mission and Social Concern Commission
6. Assist in worship leadership and preach as requested
7. Provide and help coordinate ongoing contact and visitation with all who need pastoral care (shut-ins, grieving, ill, those in transition and in need of support)
8. Coordinate leadership with sacramental and special services (communion – in worship and homebound, weddings, funerals, special services, and liturgical events)
9. Attend Staff meetings and Session Meetings
10. Other duties as assigned by the Pastor/Head of Staff and Session

To apply, email your resume and cover letter to Covenant Head Pastor Joel Esala: joelesala@covenantpcusa.org