

**First Presbyterian Church
Covington, GA**

**Position Description:
Parish Associate**



POSITION OVERVIEW

Summary: The Parish Associate assists with pastoral duties including preaching, worship leadership, and pastoral care. Regular communication and collaboration with the Head of Staff, Church Administrator, and other relevant staff and volunteer leaders are essential for success.

Accountability:

The Parish Associate reports and is accountable to the Head of Staff.

Hours: approximately 5 hours per week, including worship leadership 1 Sunday a month

KEY DUTIES AND RESPONSIBILITIES:

- 1) Preach and Lead in Worship
 - Preach approximately once per month, or as arranged with the Head of Staff and if eligible to do so, administer the sacraments when requested.
- 2) Provide Pastoral Leadership and Communication
 - Provide pastoral coverage, as available, when the Head of Staff is on vacation or study leave, including emergency pastoral visits, preaching, worship leadership and planning, and officiating at memorial services, if requested.
 - Meet twice a month with the Head of Staff, virtually or in person
- 3) Assist with Pastoral Care
 - Support the Pastoral Care of the Church primarily with Older Adults (65+)
 - As available, provide emotional and spiritual support to congregation members through various means such as visits, phone calls, text messages, and hospital visits.
 - Support the overall well-being of congregation members, staff, and families during times of transition, stress, grief, and loss.
- 5) Provide Staff Support to one or more program areas or committees as determined by the congregation's leadership needs, and the Parish Associate's skills, interests, and availability.

ADDITIONAL INFORMATION:

Qualifications:

- Pastoral Sensitivity: Clear understanding of spiritual and emotional needs, able to provide appropriate spiritual guidance and support.
- Empathy and Compassion: Genuine and sincere compassion along with exceptional listening and communication skills.

**1169 Clark Street SW, Covington, GA 30014-2314
770-786-7321 fpccov.org**

- Organizational and Teamwork Skills: Highly organized and able to work collaboratively with others, including church staff and volunteers.
- Confidentiality: Maintain the highest standards of confidentiality and respect for the privacy of members and their families.

Compensation:

A monthly honorarium will be provided.

**Presbytery of Greater Atlanta Policy #14
Pastoral Designations**

Parish Associates:

In the Form of Government, there is no mention of Parish Associates. The Presbytery of Greater Atlanta chooses to continue to permit parish associates under the following guidelines:

- The church will request an Executive Reference Check by the Presbytery Office on the considered Parish Associate.
- Parish associates will be confirmed by the pastor and the session.
- Upon the above confirmation, the COM will add its confirmation.
- Parish Associates are not compensated except for the occasional honorarium.
- When a pastor leaves the church, the session must re-address the invitation to continue the Parish Associate relationship in order to confirm or change the relationship.