

Claremont Presbyterian Church

Job Title: Interim Associate Pastor for Outreach/Interim Director of Outreach

Classification: Interim, full time, exempt

Basic Function

Under the direction of the Head of Staff, provide overall leadership and supervision to church programs that support families and youth. Supervise and innovate in programs that provide outreach to families, the community, and the church's LGBTQ+ neighbors.

Representative Duties

1. Provide direct supervision to the Family and Children's Ministries Co-Coordinator, the Children's Center Director, and volunteers in supervised programs.
2. **Outreach to Younger Generations**
 1. Build relationships with individuals and organizations in our community to identify opportunities for ministry with generations that are under-represented in our congregation.
 2. Continue to develop and provide leadership for our monthly Village Dinner Church ministry.
 3. Look for creative ways to continue outreach to younger generations and shepherd new ministries with current available funds using the balance for New Initiatives in Ministry and Mission funds and other available resources.
3. **Children and Youth Ministries**
 - Identify opportunities for ministry with youth and children in the wider community and explore potential for creative collaboration and partnerships.
 - Build relationships with children and youth and their families within our congregation.
 - Work with the Education and Leadership Commission to evaluate our current Sunday morning offering for children and youth including Spiritual Formation classes, worship involvement, and Waffle Church.
 - Recruit and train volunteers to work with children and youth ministries.
4. **Haven New Worshiping Community**
 - Act as primary liaison from CPC to the Haven New Worshiping Community.
 - Participate in the Haven Lead Team as it continues to discern the shape and direction of Haven's ministry.
 - Help CPC cultivate relationships at the Pomona Valley Pride Center
5. **Equipping CPC Members for Outreach**
 - Assist members in expressing themselves clearly and effectively about their vision for the church and its mission.
 - Guide members in networking and accepting invitations in the community so the church is present in community life.
 - Be alert to ways the church can add value to the community through outreach.
 - Provide opportunities for new member classes and welcome new members into the life of the congregation.

6. Children's Center

- Be the primary staff contact with the Claremont Presbyterian Children's Center.
- Lead weekly chapel for pre-school classes.
- Develop relationships with parents.
- Build awareness and enthusiasm for the work of our Children's Center among members of the congregation.

7. Worship and Preaching

- Participate in weekly worship leadership.
- Preach regularly in Sunday worship and/or special worship opportunities (Dinner Church, Haven, Waffle Church, etc.)
- Participate in online daily prayer.
- Experiment with creative ways to preach and give life to scripture by connecting it to our everyday life.
- Seek opportunities to experiment with new worship settings, especially around current community concerns or during holidays, and encourage the laity to participate in the services.

8. Attend monthly Session meetings, provide a monthly written report of activities to session, and occasionally chair Session meetings as needed and directed.

9. Perform related duties as assigned.

Knowledge and Abilities

Knowledge of:

Presbyterian theology and polity (or willingness to conform to)
Group dynamics and leadership
Working with and within diverse community groups
Supervision of employees and volunteers
Spiritual formation
Leading worship

Ability to:

Effectively employ social media to engage with people and groups within the community who are not currently connected with our congregation or its ministries. **E***

Ability to relate to and work cooperatively with the many groups on our campus and in our wider community. **E**

Ability to recruit, train, and supervise volunteers. **E**

Ability to form connections and networks between the congregation and the various, diverse, community groups. **E**

Ability to foster and mentor the faith journeys of youth confirmands and those seeking church membership. **E**

Ability to supervise a childcare or similar program. **E**

Ability to assist in leading worship and preach the word as needed. **E**

Ability to explore and provide innovation in worship and programs consistent with the stated goals of the congregation. **E**

Demonstrated ability to work in a religious setting with children and youth. **E**

Education and Experience:

Interim leadership may be ordained clergy or a qualified layperson.

Prior experience in the stated abilities desirable.

Working Conditions:

Work will take place largely indoors in various church facilities, but frequent outdoor activities are included.

The incumbent may encounter individuals who are in emotional or spiritual crisis.

The incumbent may encounter individuals who cannot disagree without anger.

Compensation:

One year employment agreement at \$75,000 combined salary and housing allowance per year. Health and other benefits as described in the Claremont Presbyterian Church Employee Handbook.

The compensation package for ordained clergy will follow the guidelines of the San Gabriel Presbytery.

If qualified, the Interim is eligible to apply for the permanent position as part of a full and open search process.

We are an inclusive community of faith. We welcome all persons into full membership regardless of race, ethnicity, gender, age, sexual orientation, marital status, social or economic status, physical or mental challenge. All qualified candidates are encouraged to apply.

***E - essential duty**