

## **Parish Associate**

The Parish Associate is responsible for supporting the work of the Session of Atascocita Presbyterian Church. The Parish Associate works with the Pastor in the areas of Administration, Education, Pastoral Care, Mission, and Worship. Specific duties are as follows.

### **Essential Responsibilities**

1. Preach once every six weeks as agreed upon with the Pastor.
2. Be available as needed to fulfill Pulpit Supply needs in the Pastor's absence with compensation at Pulpit Supply rates.
3. Serve as Staff resource to the Christian Growth and Nurture Session Committee.
4. Work with the Pastor in formulating special worship services.
5. Assist the Pastor in pastoral care ministries including participation in Funerals and Weddings as the need arises.
6. Attend Moderators Committee meetings.
7. Attend Session meetings.
8. Perform other duties as assigned and agreed upon with the Pastor.

### **Office Hours**

1. The Parish Associate will keep designated office hours.
2. The Parish Associate will have a designated office space.

### **Compensation**

The Parish Associate will be compensated \$600 per month, which will be directed to a newly established special fund entitled, "Christian Education and Nurture Fund."

The "Christian Education and Nurture Fund" will be used for hosting special educational opportunities for APC as well as other groups. The Christian Growth and Nurture Committee will have oversight of this fund and how it is utilized.