



Prince of Peace Lutheran Church
13801 Fairview Drive • Burnsville MN. 55337
popmn.org

JOB DESCRIPTION

Associate Pastor of Family Ministry

Reports to: Lead Pastor

Status: Full Time

Who We Are: Prince of Peace Lutheran Church (POP), is an ELCA congregation of 5,600 members located in the southern Twin Cities suburb of Burnsville, MN. At our core we seek to see the Gospel transform lives. We do this through providing robust mission opportunities through our onsite food shelf and dental clinic, providing thought provoking sermon series, traditional and contemporary worship geared for excellence, and learning and personal growth opportunities for all ages.

All new hires are filtered through a lens of organizational culture fit. To that end, all staff are expected to live into and embrace the following core values:

1. **Dedication and Passionate** in service of the Gospel of Jesus Christ; increasing *trust* through *collaboration* that builds *honest vulnerability*, sustaining our dedication and passion for the Gospel of Jesus Christ.
2. **Innovative** for the purpose of reaching more people with the Gospel of Jesus Christ that *empowers* staff ownership that seeks *accountability*.
3. **Dependable** in our fulfilling work expectations while engaged in *grace* filled relationships with staff, volunteers, and members.
4. **Relational and Personable** in all our interactions; treating one another with *equity* and *respect*.
5. **Lead with Yes** to create open pathways for the Gospel of Jesus Christ to thrive in our lives while being open to other *perspectives* than our own.

Job Summary: The Pastor of Family Ministry will reflect God's love through support to meet the pastoral and spiritual needs of our members.

Essential Functions:

- Provide clear, proactive and healthy leadership.
- Provide Pastoral Care as needed.
- On call at least one day per week.
- Part of the funeral on call team.
- Part of the preaching and assisting rotation.
- Collaborate with the Pastoral Staff of Prince of Peace to provide pastoral presence when needed.

- Collaborate with the Pastor of Spiritual Formation for the baptismal process.
- Collaborate with POP staff to develop a seamless process for baptismal families to enter and thrive in Family Ministry.
- Collaborate with Spiritual Care Ministry to provide spiritual care for children, youth and families.
- Collaborate with the Pastor of Spiritual Formation to develop or provide age-appropriate curriculum for each ministry area.
- Collaborate with the Director of Mission Outpost for mission and service opportunities for children, youth and families.
- Manage the Family Ministry Staff team with timely and clear direction including yearly performance reviews.
- Hire staff only after a clear and approved process from the Lead pastor, this includes full time staff, part time staff, and interns.
- Lead Family Ministry Staff Meetings.
- Recruit and equip volunteers including small group leaders, VBS leaders, and other program volunteers as needed.
- Be present and active in Family Ministry including but not limited to weekly programming, camps, retreats, and mission trips.
- Lead the Family Ministry Team in developing and leading compelling ministry opportunities for children, teens and their families.
- Create an outreach/evangelism focus for the purpose of growing Family Ministry and increased participation.
- Lead and teach children, youth and families including teaching opportunities for POPKids, Confirmation, Stumin, parent opportunities and other opportunities for children, youth and families as needed.
- Draft and oversee recommendations for the Family Ministry Budget.
- Lead Family Ministry through the annual budget process.
- Regularly update family ministry staff of their current budget and adjust as needed.
- Meet regularly with the Lead Pastor.
- Other duties as assigned.

Core Competencies:

- Positive leadership and management experience of multiple staff.
- Vision for building and growing Family Ministry.
- Willing and able to make hard decisions for the good of the mission of Prince of Peace Lutheran Church.
- In agreement with the teachings of the ELCA and Prince of Peace Lutheran Church.
- Team player
- High level of interpersonal skills to handle sensitive and confidential situations and documentation.

Other Responsibilities:

- Attends and participates in weekly staff meetings and chapel.
- Works collaboratively with the entire POP team and provides support as needed to other POP ministries.
- Other duties as assigned.

Minimum Qualifications:

- Pastor rostered in the ELCA.
- Background, experience and or training in pastoral care.
- Minimum 5 experience leading worship and bible studies.

Salary: Commensurate with the candidate's experience and training and St. Paul Area Synod Guidelines.

Application: Email only. Send resume and cover letter materials to Pastor Paul Dean, Lead Pastor at pdean@popmn.org

Note: This job description is intended to describe the general nature and level of work to be performed and is not to be construed as an exhaustive list of responsibilities. Any statement contained herein does not establish a contract for employment and may be subject to change at the discretion of the employer.