

INTERIM ASSOCIATE PASTOR FOR CHRISTIAN EDUCATION

Central Presbyterian Church, Summit, NJ 07901

Reports to: Pastor/Head of Staff

Minimum Effective Salary of \$100,000 (including a manse valued at \$32,000 and SECA offset), plus full Board of Pensions benefits.

The Interim Associate Pastor for Christian Education serves as a Minister of Word and Sacrament during a period of transition in the life of the congregation. This pastor provides leadership for the educational, discipleship, and pastoral ministries of the church while helping maintain continuity in the congregation's ministry with children, youth, families, and adults.

Working collaboratively with the Pastor, Session, staff, volunteers, and ministry teams, the Interim Associate Pastor will nurture faith formation across generations, provide pastoral leadership, support the congregation through a season of transition, and help prepare the church for future pastoral leadership.

ESSENTIAL RESPONSIBILITIES

Christian Education and Faith Formation

- Oversee, coordinate, and direct the children's and youth Sunday School programs, including curriculum selection, teacher recruitment and training, communication with families, and maintenance of records.
- Provide leadership and direct involvement in middle school and high school youth ministry, including relationship-building, discipleship, mission experiences, fellowship events, and leadership development.
- Lead and coordinate the annual Confirmation process for youth and their families.
- Develop and support educational opportunities for adults, including Bible studies, book discussions, seasonal classes, and small-group ministries.
- Encourage intergenerational faith formation and opportunities for children and youth to participate meaningfully in the life and worship of the congregation.

Children and Youth Ministry Leadership

- Recruit, train, encourage, and support volunteer leaders serving children and youth.
- Supervise and provide guidance to the Nursery Care Coordinator to ensure a safe, welcoming, and nurturing environment.
- Coordinate and oversee special educational events including Vacation Bible School, Rally Day, Bible presentations, communion education, teacher recognition, Christmas pageants, Easter activities, and other faith formation initiatives.

Pastoral Leadership and Worship

- Share in the ministry of Word and Sacrament through preaching, teaching, worship leadership, and administration of the sacraments in coordination with the Pastor.
- Assist in worship planning, with particular attention to the participation of children, youth, and families.

- Officiate weddings and funerals as requested and approved by the Pastor and Session.
- Provide pastoral care, visitation, and spiritual support to members, families, youth, and volunteers in cooperation with the Pastor.

Transitional Ministry Responsibilities

- Maintain and strengthen existing educational and discipleship ministries during the transition period.
- Assist the Session and congregation in evaluating the strengths, opportunities, and future needs of the church's educational ministries.
- Support healthy communication, stability, and continuity within the congregation during the interim period.
- Work collaboratively with church leadership to document ministry processes, programs, and organizational practices that will assist future leadership.
- Encourage congregational reflection on its identity, mission, and vision for ministry with children, youth, and families.

Administration and Collaboration

- Serve as a member of the church staff team, participating in regular staff meetings, planning sessions, and collaborative ministry efforts.
- Attend Session meetings as appropriate and provide written monthly reports regarding ministry activities.
- Serve as staff liaison to the Christian Education Team and other committees as assigned.
- Serve as staff liaison to the Weekday Nursery School and Kindergarten Board and support outreach opportunities connected with those ministries.
- Serve as staff liaison with the Senior Pastor on the Board of Deacons.
- Network with community organizations and schools to strengthen the church's ministry with children, youth, and families.
- Perform other responsibilities as mutually agreed upon with the Pastor and Session.

MINIMUM QUALIFICATIONS

- Master of Divinity degree from an accredited seminary.
- Ordained Minister of Word and Sacrament in the Presbyterian Church (U.S.A.), or eligible to receive a temporary pastoral relationship approved by the Presbytery.
- Demonstrated experience in Christian education, discipleship, youth ministry, or congregational leadership.
- Knowledge of Presbyterian theology, polity, and practice.
- Strong communication, teaching, and pastoral care skills.
- Proficiency with standard office software, digital communication tools, social media, and virtual meeting platforms.

PREFERRED QUALIFICATIONS

- Previous experience serving in interim or transitional ministry.
- Experience in volunteer management and leadership development.
- Experience working with multi-generational congregations.
- Training or demonstrated competence in congregational transitions and change management.