FIRST PRESBYTERIAN CHURCH
1702 IOWA ST.
DAVENPORT IA 52803
Approved by Session: August 2025

**POSITION TITLE: ASSOCIATE PASTOR OF ADULT MINISTRIES**
**(SPIRITUAL GROWTH, FELLOWSHIP, MISSION & SERVICE, AND MEMBER CARE)**

**FSLA Classification:** Full-time, Exempt

**Hours**: This is a full-time professional position

**Responsible to**: Head of Staff and to the Session through the Personnel Committee

**Primary Concentration:**
In collaboration with the Pastor/Head of Staff, this position provides vision, coordination, and pastoral leadership for adult spiritual growth, adult fellowship, mission & service, and member care ministries.

**Summary of Position:**
In collaboration with the Pastor/Head of Staff, the Associate Pastor of Adult Ministries (Spiritual Growth, Fellowship, Mission & Service, and Member Care) is responsible for cultivating a vibrant spiritual life among adults at First Presbyterian Church. This includes oversight of adult spiritual growth (e.g., Sunday School, Bible/book studies, small groups), adult fellowship gatherings, support for hands-on mission engagement, and member care. The incumbent will work closely with elders, deacons, and staff to create a welcoming, thoughtful, and nurturing environment for spiritual growth and connection.

**Responsibilities:**

**A. Adult Spiritual Growth**

a. Staff and resource the Adult Spiritual Growth Committee or equivalent committee.

b. In collaboration with lay leaders, and the Pastor/Head of Staff, develop and implement a cohesive vision for adult spiritual growth, including:

   i. Adult Sunday School programming

   ii. Small groups (study, fellowship, demographic-based small groups (e.g., women's group, young adults, retirees), mission-oriented)

   iii. Bible studies and book groups

   iv. A seasonal or annual speakers series (title TBD)

c. Identify and equip leaders for teaching and facilitation roles.

d. In collaboration with the Pastor/Head of Staff, curate and recommend curriculum and resources that support theological depth and spiritual practice in line with the progressive theological framework of the PC(USA).

e. Foster spiritual practices among congregation members and staff.

f. Stay informed about trends and best practices in adult faith formation.

g. Develop or adapt curriculum for and lead online small groups, Bible studies, or classes using digital tools (Zoom, YouTube, Google Classroom, etc.).

**B. Fellowship & Community Life**

a. Staff and resource the Fellowship Committee or equivalent committee.

b. In collaboration with the Pastor/Head of Staff and the Fellowship Committee, assist in planning, supporting, and attending adult fellowship events.

c. In collaboration with all staff, relevant Session committees, and Deacons, develop opportunities for intergenerational and demographic-based gatherings (e.g., women's group, young adults, retirees).

d. In collaboration with all staff, relevant Session committees, and Deacons, cultivate a culture of hospitality, connection, and inclusion across ministries.

**C. Mission & Service (Collaborative Support)**

a. Collaborate with the Session to encourage commitment to the Matthew 25 Initiative in the work of all Session committees.

b. Collaborate with the Deacons to encourage adult participation in hands-on service.

c. In collaboration with the Deacons and the Pastor/Head of Staff, help develop small group service opportunities tied to spiritual formation.

d. Encourage theological reflection on social justice, mercy, and community engagement.

**D. Member Care**

a. Share in member care with the Pastor/Head of Staff, Parish Associate, Deacons, and other lay caregivers.

b. Support and equip Deacons and volunteers for visitation and care ministries.

c. Help organize home communion opportunities and coordinate follow-up care with those on the prayer list.

d. Work with the pastoral staff and Deacons to track care needs and ensure compassionate, confidential, and collaborative care.

**E. Worship Leadership**

a. Participate in planning and leadership of worship, including preaching on a regular basis (at least once every six weeks).

b. Assist in the administration of sacraments.

c. Officiate weddings and funerals as assigned.

d. Support seasonal and special services (Advent, Lent, Holy Week, Retreats, etc.).

**F. Administration & Staff Collaboration**

a. Attend and report to Session and relevant committees as needed.

b. Attend and provide staff support to Deacons.

c. Participate in weekly staff meetings and shared planning of the church calendar and special initiatives, and the worship bulletin review.

d. Collaborate with other staff to develop integrated programming across ministry areas.

e. Assist the Pastor/Head of Staff with assigned leadership responsibilities during their absence, as they will with during the incumbents absence.

f. Help develop program budgets in partnership with committees and staff.

g. Engage in goal setting and participate in annual personnel reviews.

h. Represent the church within the Quad Cities and the Presbytery of East Iowa.

**G. Digital Content Creation**

a. In collaboration with our Administrative staff, create and schedule regular content (graphics, reflections, event highlights, quotes, etc.) for the church's social media platforms (Facebook, Instagram, YouTube, etc.).

b. In collaboration with the Pastor/Head of Staff, program Directors, and Administrative staff, monitor engagement and respond to comments/messages on social media.

c. In collaboration with the Pastor/Head of Staff, program Directors, and committees, provide up-to-date and engaging content to our Administrative staff for the church website, particularly in areas related to their ministry focus (e.g., Spiritual Growth, Fellowship, Mission & Service, and Member Care).

d. Draft or contribute to regular pastoral updates or blog-style reflections.

e. In collaboration with the Pastor/Head of Staff, program Directors, and Administrative staff, assist in producing short videos that tell the stories of ministry, highlight events, or deepen theological reflection.

f. Periodically design flyers, short promotional videos, and visual posts to promote upcoming events, classes, or service opportunities.

g. Work alongside the staff team to ensure branding consistency and theological integrity in digital materials.

**Qualifications**

- Theological education within the Reformed tradition. An incumbent with an M.Div. and ordained (or ready to be ordained) in the PC(USA) or a full-communion partner denomination is preferred.
- Deep passion for adult spiritual growth and a theological imagination rooted in grace, justice, and inclusion.
- Strong organizational, administrative, tech, and relational skills.
- Ability to teach and lead with clarity, compassion, and theological depth.
- Skilled at equipping and empowering lay leadership.
- Competent in Microsoft Office and church database systems; able to communicate clearly in writing and in person.
- Able to maintain confidentiality and exhibit sound pastoral judgment.
- Comfortable working independently and collaboratively in a team-oriented environment.

**General Terms of Employment and Benefits**

- Governed by the Personnel Policies and Procedures Manual.
- Salary and benefits set by Session through the Personnel Committee.
- Expected to serve collaboratively and collegially to fulfill the mission and vision of First Presbyterian Church of Davenport.