

Pastoral Ministry Assistant
Position Description
(11/18/21)

About Us: Riverside Covenant Church (RCC) is located at 165 Rounds Avenue in Riverside, RI. Rev. Mary Putera is the current interim Pastor serving Riverside Covenant Church. At RCC our mission is to be a church of active disciples reaching and serving our communities for Christ. We don't think of faith as a box that you are either in or out of. Instead we think of faith as a journey and all are welcome regardless of where they are on the journey. We invite people to apply to this position whose life and ministry experience reflect the RCC mission and who can commit to understanding faith as a journey and can provide an extension of welcome to all people regardless of where they are on the journey.

Responsibilities:

- Provide administrative support to the interim pastor as needed.
- Provide administrative support and pastoral care for volunteer leaders.
- Help facilitate Sunday morning volunteer teams including but not limited to nursery, sunday school, greeters, hospitality.
- Recruit, equip, and support volunteer leaders for our youth ministry programs.
- Regularly attend Worship services and participate in the overall life of the congregation.

Qualifications & Education

The pastoral assistant will:

- Demonstrate a mature faith in Jesus Christ and an understanding and agreement with the Statement of Faith of the Evangelical Covenant Church (denomination) and Riverside Covenant Church.
- Have a sense of God's calling to provide care and support for volunteer ministry leaders.
- Have an ability to resource youth and Sunday school volunteers with curriculum planning and discipleship efforts.
- Have completed academic course work in biblical studies, practical theology and ministry.
- Will be well versed in the use of Google docs and social media platforms.
- Experience with Ministry Scheduler Pro preferred but not required.

Accountability

- Accountable to the Interim Pastor (and/or Lead Pastor/Senior Pastor) and the Leadership Community.
- Reports to Interim Pastor
- Must attend weekly staff meetings
- Has an evaluation conducted by the Interim Pastor.

Term of Service

- Part time-15-20 hours/week
- Compensation to be determined
- This is an interim position and will follow a review schedule 90 days, 6 months and in the final month of this one year initial contract.

To Apply

- Send an email with your resume to mary.putera@eccriverside.org