



ROLLING HILLS PRESBYTERIAN CHURCH

9300 Nall Avenue | Overland Park, KS 66207
913.642.9100 | www.rhckc.org

Associate Pastor Job Description (2024)

Rolling Hills Presbyterian Church seeks to hire a full-time called Associate Pastor to assist us in the continued growth of our faith and church family. Rolling Hills is a Community of Grace, growing and serving in joy. We strive to make a positive impact across the sanctuary, across the street and across the sea.

As the second largest church within the Heartland Presbytery, Rolling Hills is in Overland Park, KS, a suburb within the Kansas City metropolitan area. Niche.com, Livability.com, and others rank Overland Park, KS as one of the top ten US cities in which to live for 2023.

Associate Pastor Duties and Responsibilities:

➤ In Worship & Spiritual Nurture

- Preach one Sunday per month in support of the ongoing Sermon Series (on average) and during other times when the Head Pastor is away for vacation, study, or sabbatical.
- Lead small group study and adult education in support of the ongoing Sermon Series.
- Conduct weddings, baptisms, and funerals as required.
- Celebrate the Lord's Supper.

➤ In Pastoral Care & Evangelism

- Support Membership Development ministry
 - Internal: Retention and transformation
 - External: Recruitment
- Work with the Membership and Hospitality Committees to identify and connect with visitors, welcoming them to Rolling Hills.
- Call upon members in need of Pastoral care, assisting with shut-in and hospital visits.

➤ In Staff & Operations

- Support the work of the Church, Head Pastor, Staff, and committees to further the vision and mission of Rolling Hills Presbyterian Church.
- Participate in and help to lead staff meetings, as necessary.
- Manage complex assignments and groups providing support to staff, committees, and volunteers successfully implementing the church mission, vision, and programming.
- Maintain a working relationship with the Heartland Presbytery and leaders of member churches.

Successful candidates will demonstrate the following qualifications:

- Experience as a Pastor or Associate Pastor. The new Associate Pastor will be a senior level leader within Rolling Hills Presbyterian Church.
- History of successfully implementing organizational goals and objectives to support the vision and mission of the church.
- Ability to convey messages clearly, concisely, and accurately through excellent communication skills.
- Effective use of technology across church operations and ministry.
- Ability to forge strong relationships with church leaders, staff, members, and broader community.
- Possess a strong knowledge of the bible and passion for teaching of the word of God.

The Associate Pastor is accountable to the Pastor / Head of Staff and the Session through its personnel Committee.