Trinity Evangelical Lutheran Church
1100 Philadelphia Road
Joppa, Maryland 21085
410-679-4000

Associate Pastor – Vacancy Announcement

Job Purpose:
The Associate Pastor is supervised under the direction of the Lead Pastor. The Pastor works with the Lead Pastor to coordinate the spiritual ministries of the congregation and is involved in pastoral duties as mutually agreed upon.

A percentage of the Associate Pastor’s time is to be spent in general congregation visitation; which includes overseeing the Inactive notification and Inactive visitation of the congregation. Additional areas of responsibilities include supervising pastoral support of the children’s and youth ministries and family life ministries.

Duties: The Pastor must be outgoing, energetic, creative and who is a self-starter, possessing the leadership, team-building organizational skills.

A. Pastor’s Devotional Life: To the best of the Pastor’s ability with the help of God:
   1. Personally, engage in a discipleship approach each day for prayer and Bible reading.
   2. Pastorally, support in prayerful intercession, members of Trinity congregation, and especially those members known to be suffering with spiritual, mental or emotional trials.
   3. Pastorally, share in prayer and service during pastoral, administrative, and staff meetings as arranged by the Lead Pastor.
B. Worship and Preaching:
   1. Preach a number of times throughout the year including sharing of Festive Sundays and Lent.
   2. Share in funerals, Weddings, and Baptismal Conferences with the Lead Pastor.
C. Visitation: The Pastor shall assist the Lead Pastor in pastoral care in the areas listed below as directed by the Lead Pastor.
   1. Develop and supervise a plan of inactive visitation.
   2. Visit, with the assistance of the Lay Ministry Team, and visitation/visit those in the hospital, sick and shut-in, Holy Communion, and prospective visitation as needed and scheduled.
D. Team(s) Responsibilities: Will assist in leading all the teams and promote team building and continuity among the organization.
E. Children’s Ministry Leader:
   1. Oversee the Children’s Ministry Leader in coordination of all aspects of children’s ministry.
   2. Assist with the coordination of the team, staff and volunteers.

F. Youth Ministry Leader:
   1. Oversee the Youth Ministry Leader in coordination of all aspects of youth ministry.
   2. Serve as the resource person for the team, staff and volunteers.

G. Small Groups Ministry Leader:
   1. Oversee the Small Groups Leader in coordination of all aspects of small group ministry.
   2. Help facilitate, recruit, train, and encourage leaders for existing and new small groups.

H. Administration: The Pastor serves under the direction of the Lead Pastor and authority of the Executive Leadership Team.
   1. Meetings, the Pastor shall meet weekly for staff, administrative, devotional, planning, and sharing time. Monthly, the Pastor will attend team meetings, Parish Planning Council and the Executive Team meeting.

**Personal Development:** For personal growth, both in development of personal skills, the Pastor shall involve himself/herself with the following as mutually agreed upon the Lead Pastor.
   1. Conference, regional and synodical meetings and conferences for pastors and congregation.
   2. Regional and synodical workshops, especially in the areas of responsibility, within a reasonable geographical area.
   3. Seminars and clinics as deemed helpful by the Lead Pastor for personal development needs.
   4. The Pastor may use five days per year for continuing education, as approved by the Lead Pastor.

**Minimum Requirements:**
   1. Bachelors’ Degree from accredited college or university
   2. Masters’ Degree from Seminary
   3. Ordained Minister
   4. Must have at least five (5) years work experience.

Submit resume to: Debbie Charbonneau, Church Administrator/Human Resource Director at dcharbonneau@trinityjoppa.org.

CONGREGATIONAL PROFILE

Enter information directly into this document.
SAVE the document on your computer with your congregation’s name,
city and date completed as part of the file name.
EMAIL COMPLETED PROFILE TO dwendel@thenalc.org.
Keep a copy for your records.

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Congregational Demographics

Number of paid staff (full- or part-time): Clergy 2 Lay professionals 13 Secretarial 2

Average worship attendance 560 Average Sunday school attendance 27.7 (3yrs – Gr 4)

Indicate the type of community in which your congregation is located (is it small town, small city, suburban, large city, farming, industrial, etc.).

Suburb

Describe the congregation’s ethnic composition and age distribution.

Ethnicity: Asian/mixed = 1%; Black = 3%; Hispanic = 2%; White = 94%

Age: Birth – 18 = 459; 18 – 30 = 165; 30 – 50 = 302; 50 – 70 = 449; 70 – 100 = 277

Does the congregation have a clear vision for mission — a clear and shared understanding of where God is leading you? If so, state it as succinctly as possible.

Our primary goal is to bring more people into a relationship with Jesus Christ and to disciple those already in a relationship with Christ so that they may grow towards the spiritual maturity God desires. This is accomplished by using our mission and vision statement as a guide:

OUR MISSION
Connecting with God and Each Other

OUR VISION
We are Connecting with God and Each Other by …
  • Reaching UPWARD Through Worship
  • Reaching INWARD Through Discipleship and Fellowship
  • Reaching OUTWARD Through Evangelism and Service

Reaching UPWARD Through Worship
We praise God with our lives in response to what He did for us through Jesus Christ. (Psalm 150:6 – “Let everything that has breath praise the Lord.” NIV)

Reaching INWARD Through Discipleship and Fellowship
We gather around God’s Word to help us grow in our relationship with Jesus Christ and each other. (2 Timothy 3:16-17, “All Scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness, so that everyone that belongs to God may be thoroughly equipped for every good work.” NIV/RSV)
We gather together as God’s people to build each other up. (1 Thessalonians 5:11, “Therefore encourage one another and build each other up.” NIV)

Reaching OUTWARD Through Evangelism and Service
We share the life-changing Good News of Jesus Christ with all people. (Acts 1:8, “But you will receive power when the Holy Spirit comes on you; and you will be my witnesses in Jerusalem, and in all Judea and Samaria, and to the ends of the earth.” NIV)

We faithfully share God’s gracious love to the hurting, and all those in need. (1 Peter 4:10, “Each one
should use whatever gift they have received to serve others, faithfully administering God's grace in its various forms.”  NIV)

Fulfilling this Mission & Vision is fulfilled by the leadership of our ministry teams and the ministry goals they possess each ministry year

What are the primary goals of your congregation? To connect to God and each other through growing discipleship.

Describe your congregation’s worship practice (liturgy, hymns, vestments, music, hymnals, and frequency of Holy Communion).

Trinity Worship Experiences
Sunday
Heritage
Our "Heritage" service is held at 9:27am Sunday mornings in the Sanctuary, and offers a more traditional style of worship. Each Sunday you will enjoy singing hymns from years past and the present. This service also will include music from soloists, adult and children’s choirs, bells, orchestra and organ. You will also have the opportunity to celebrate Holy Communion and hear a passionate and relevant message from the Pastors. This service attracts people of all ages, inviting singles, couples, and families to join us. For many who attend regularly, it represents a classic, familiar, and comfortable time of worship.

Celebration
The “Celebration” service is held at 11:00 am in the Sanctuary on Sunday mornings and is a unique and powerful time of worship. This service offers worship led by our Worship Team “Revelation”. You will also enjoy offerings from our children’s choirs, the vocal group “Voices in Praise”, and soloists. The music for our Celebration service is a mixture of classic contemporary worship songs, contemporized hymns, and music from popular current Christian artists. Each Sunday you can expect a warm, family friendly atmosphere with Holy Communion and special message for the children. This service also attracts people of all ages including many families with children and youth.

Saturday: Exalt 5:07
“Exalt 5:07” is our newest and most contemporary worship venue, and is held at 5:07 Saturday nights in the Sanctuary. 5:07 is taken from Psalm 5:7 “I, by Your great love, can come into Your house; in reverence I bow down toward Your Holy Temple”. A worship band, featuring guitars and drums, along with lead and background singers drive the worship experience. “Exalt 5:07” is an inviting and engaging time of worship including prayer, praise and communion. Lead Pastor, Jay Jackson, encourages the congregation to “come as they are”, delivering a relevant message in a more relaxed, less formal setting.

For Children
Cribbery and a Church school experience are offered during all of our worship services.

Describe your congregation’s Christian education ministry.

Trinity Lutheran Christian School and Early Learning Center: Trinity Lutheran Church has served the
community of faith for over 140 years. With the support from a dedicated congregation and blessing of our Lord. Trinity has been able to offer a state approved School and Early Learning Center for over 54 years with and exceptional educational program.

The School offers Kindergarten through eighth grade. The Early Learning Center offers a program for two year olds through Pre-Kindergarten, with before/after care for Kindergarten through eighth grade, as well as a summer child care program. A loving Christian environment, small classes, excellent academics, cutting edge technology, field trips, a variety of program choices, inclusive tuition, modern well-kept facilities, music, sports, playgrounds, enrichment, personalized payment plans and much more are available.

The Church has the pleasure of offering Sunday School for ages 3 years old up to 4th grade, during both Sunday worship services and a children’s program during the sermon at the Saturday Exalted Service. We also offer our Youth Ministry a bible study, during the Heritage Service, on Sunday morning for grades 5th through 12th and a Wednesday night youth group gathering. Adult Bible Studies are offered on Sundays and Wednesdays, and are led by Pastors, staff and Lay Leaders.

Describe the congregation’s current activities for mission and outreach.

Local – Food Building that is open three times a week and is serving an average of 70+ families a week; Youth involvement on the church property and local outreach ministries; Adult work with Habitat for Humanity; provide leadership and staff for Harford County Homeless shelter twice a month.

National – Annual Youth Mission Trips and annual Adult Mission Trips in the United States.

International – 3-year relationship with the “Transforming a Village” ministry in Guatemala through World help. Ministry began 2017. Groups are traveling twice a year. Will provide a well and water a purification system; build a church; build a school; support a Pastor for evangelism in the community and provide many other health services.

The NALC is committed to moving away from an institutional understanding of the Church, to the biblical commission to be a community of followers of Jesus who focus on being disciples and making disciples. Which best describes your congregation’s understanding of this movement? [Type an X by the appropriate response]

- Totally unaware
- Have heard about it
- Have been involved personally
- Some in the congregation are involved, some aren’t
- X Congregation understands, is on-board and involved
List the Top Five Things your congregations hopes for in its next Pastor

1. Spiritual integrity with the ability to lead, inspire and empower.
2. Biblical wisdom with the desire to preach/teach and improve the congregation’s Biblical literacy.
3. A strong visionary and strategic planner.
4. A team player who can collaborate and work effectively with the staff.
5. Fortitude to ignore worldly political correctness, and to apply Godly principles in dealing with current events.

What were the three most significant events in your congregation’s history? Provide the years in which these events happened and why they are important to your congregation.

First, the establishment of the Trinity Weekday School (1960). The school reaches 280+ students and families. 60% of the students are not members of the congregation and 43% are from diverse background.

Second, the establishment of Parish Leadership Seminars as the Church Leadership model for ministry (1975). The emphasis is on lay leadership motivated by church staff to fulfill the Great Commission.

Third, a congregation-wide commitment to servant leadership (2011). The ministry has grown in servant ministry to the local, national and international community as more and more people live out their faith in the service of others.

Has your congregation participated in the Congregational Workshop Preparatory to the Call Process? [Type an X by the appropriate response]

___ Yes  X No

What were the three most significant results of the workshop? N/A

Describe the nature and extent of any significant current or recent conflict in the congregation. Is this conflict resolved, or ongoing? If resolved, how was it resolved?

N/A

How does your congregation handle conflict/tension? Which of the following do you think best describes your congregation? [Type an X by the appropriate response]

___ X As a church, we respect and listen to each other and work things through without generating divisiveness.
___ As a church, we try to respect and listen to each other, but it is not uncommon for differences of opinion to be a problem and for some people to choose sides. Some have left our church because of conflict.
___ Conflict hurts our sense of unity, but we tend not to talk about it.
___ Painful experience with conflict has been present, but it has been worked through, and we have learned from the experience.
___ We have had some painful experiences with conflict, and they linger in the background.
___ Open conflict is present, and we need a minister who can help us deal with it.
___ Other (describe)......
What was the nature of the relationship between your last pastor and the congregation? Positive? Struggling? Cooperative? Tense?
Our relationship was very positive. He continues to serve Trinity in a part-time capacity. His relationship with the congregation and staff is exceptional. Excellent in all areas of preaching, worship, teaching and visitation.

How did your council/congregational leaders work together with your last pastor? [Type an X by the appropriate response]

— X Leadership is shared, with shared decision-making
— ___ Pastor makes important decisions
— ___ Council makes decisions with pastoral input
— ___ Council makes decisions without pastoral input

Is your pastor a member of council with: [Type an X by the appropriate response(s)]

___ X Voice  ___ X Vote

Congregational finances

Total budget for last fiscal year: $1,315,688.00
Benevolelence to the North American Lutheran Church: $15,000.00
Other benevolence: $54,000.00
Total debt of the congregation: $6,676,361.10 (School committed to half. Completed Church Debt Reduction Campaign contributing to debt & principle until April 2020. Total debt will be down to under 6M in 2020. One more debt reduction program will be needed to erase debt.)
Total savings, reserves, and endowments: $653,536.64

Compensation of Associate Pastor

Salary: $40,000.00
Social security offset: $3060.00 (7.65%)
Health Insurance: $8,400.00
Continuing education (time/funding): 5 days funded
Travel reimbursement: $1,000.00
Parsonage/housing allowance: $20,000.00
Pension: 10% of salary
Vacation: 3 weeks
Other:
When the Congregational Vacancy List is updated, a short paragraph (3-4 sentences) is included announcing each congregation’s ministry. If you wish, your call committee may compose that summary, realizing it may be edited/formatted as needed.

“UNIQUE BUT TOGETHER/ALL TEAMS UNDER ONE UMBRELLA!”

The fundamental and underlying principle for the existence and operation of all Ministry Leadership Teams of Trinity Evangelical Lutheran Church is SPIRITUAL—that is, each activity of this congregation will be carried out for the sole purpose of showing our love for Jesus Christ and sharing that love with our congregation and community.

Children’s Ministry
We connect with families to teach children the love and character of Jesus Christ while assisting them to become fully-devoted disciples of Jesus. We offer events such as: Interactive Sunday School with Praise and Worship, 1st Holy Communion, Christmas Pageant, VBS, Family Fun Events, and Community Outreach Programs.

Discipleship
“We gather around God’s Word to help us grow in our relationship with Jesus Christ and others.” We stress the need to bring every member to maturity as a disciple of Christ and to equip every member for ministry. To accomplish this, we focus our ministry in five (5) key areas: Small Groups, Activity Groups, Men’s Ministry, Celebrate Recovery, and Adult Sunday School.

Evangelism/Public Relations
We take the Good News about Jesus Christ out of the church into the community and the world; local community evangelism, and through inactive visitation within the Trinity family. Handles external publication of church news and worship schedules, coordinates in-house publication items from teams, and responsible for bulletin boards, posters, etc.

Lay Ministry
All worship services and related functions: Ushers, deacons, parking lot attendants, Altar Guild, worship assistants, sick/shut-in communion and visitation, church greeters, music program and Apple Pie ministry. Provide supervision and support for pastoral and office staffs.

Property
Care of all property: Church, cemetery and grounds. Supervise capital improvements, maintenance/ housecleaning staff, insurance and maintenance contracts, compliance with health department regulations and road signs. Maintains building usage calendar and supervises all groups that use the facility.

Parish Fellowship
Supervises and sponsors activities and special functions supported by the church: such as coffee socials, Lenten soup/salad, bereavement meals, pre-marital luncheons, Rally Day/Kick-Off weekend, single events, on and offsite sporting events and Christmas dinner.

Stewardship
Investigates benevolent causes and determines distribution of congregational benevolence funds; supervises Food Closet and holiday food basket programs, clothing and emergency-need projects, homeless shelter ministry, adult mission trips, health ministry; responsible for annual program to obtain Faith Promises for Budget and Building Fund and an Endowment Fund.
Trinity Lutheran Christian School & Early Learning Center
The Executive Board for weekday Christian school and child care; sets policy and supervises the administrator and education directors of TLCS/ELCC; and sponsors a summer camp program and a drama camp.

Youth
We partner with parents to disciple both middle (Crossfire) and high (JCREW) school youth to guide them into a loving relationship with Jesus Christ; and supervise the following gatherings: Youth Drama Team, Sunday Bible studies, weekly small group fellowships, annual retreats, monthly outreach projects, and annual mission trip and fundraising.

Women's Ministry
Meets the needs of the ladies of our congregation through spiritual gatherings, enjoyable fellowship events and charitable outreach projects. Seeks to bring women closer to God and each other while answering the call of service God has made to each of us.

Provide any other information about your congregation that may be helpful in the call process. [N/A]

N/A

Completed by: Debbie Charbonneau                                      Date: 2/5/2019

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SUBMISSION INSTRUCTIONS:

SAVE A COPY OF THIS PROFILE TO YOUR COMPUTER. Use “Save As” and specify document file name as:

Congregation name, City, Date

**Email a copy of the completed profile to the Assistant to the Bishop for Ministry, dwendel@thenalc.org.

Alternative submission method ONLY if you do not have email: Print and mail the complete profile to:

North American Lutheran Church
Assistant to the Bishop for Ministry
3500 Mill Run Drive
Hilliard, OH 43026-777

In addition, mail or email a copy of the completed profile to your mission district dean (can be found at http://thenalc.org/mission-districts/).

Should you have questions, call Pr. David Wendel, Assistant to the Bishop for Ministry, at 614-777-5709 (Office), or 719-650-8171 (Cell).

PLEASE KEEP A COPY OF THIS DOCUMENT FOR YOUR RECORDS.