



St. Paul's Lutheran Church  
11024 Church St NE  
Hanover, Minnesota 55341  
(763)498-8311  
[www.stpaulsinhanover.org](http://www.stpaulsinhanover.org)

January 28th, 2024

Dear Potential Pastoral Candidate,

Greetings in the name of our Lord and Savior, Jesus Christ! As we embark on a new chapter in the life of our church, we are actively seeking a dedicated and visionary individual to join us in the role of Associate Pastor at St. Paul's Lutheran, a congregation proudly affiliated with the Lutheran Congregations in Mission for Christ (LCMC).

We keep church nice and simple at St. Paul's. Genuine worship, real relationships, and relevant teaching. Give us a few weeks and you'll start to feel right at home! One of the defining features of St. Paul's is our wholehearted focus on Jesus and the call He places on our lives while not letting the issues that are dividing so many churches draw us away from loving God and loving our neighbor. We are better together. We always welcome conversation and would love to answer any questions you might have about our church community!

We are excited to announce an opening for the position of Associate Pastor at St. Paul's. This unique opportunity calls for an individual who is passionate about facilitating the spiritual growth of our church. We are looking for a leader who can inspire, guide, and nurture our congregation as we continue to grow in faith and service to the community. If you are a servant-leader with a heart for ministry, possess the necessary qualifications, and are excited about the prospect of joining a dynamic and welcoming community, we invite you to prayerfully consider this associate pastoral position at St. Paul's Lutheran.

To apply, please submit your resume, a cover letter expressing your interest, and any supporting documents to Doug Sander, Call Committee Chair. We welcome the opportunity to learn more about you, your calling, and how your gifts align with the needs of our congregation. If you have any questions or need further information, please do not hesitate to contact Doug at (763)412-0251 or at [doug@myvisionco.com](mailto:doug@myvisionco.com). We eagerly anticipate the opportunity to welcome a new shepherd into our flock and embark on this journey together in faith.

In Christ's love and grace,

**Doug Sander**  
Call Committee Chair  
St. Paul's Lutheran Church





### **Job Title: Associate Pastor**

Position Reports to: Church Council/Senior Pastor

Employment Status: 30 hours to Full Time depending on candidate

### **Position Overview**

The Associate Pastor is responsible for congregational life and for working with the Senior pastor in the coordination of pastoral duties.

### **Principle Accountabilities**

#### **Ministry duties:**

- Preach as scheduled with senior pastor and share in preaching duties during Lent and Advent
- Preside in worship when not preaching.
- Share responsibilities for baptisms, funerals, and weddings as coordinated with senior pastor.
- Facilitates spiritual growth of congregation
- Share responsibility for the visitation of new member prospects and reaching out to the unchurched
- Connects with specialized ministries including Grief Share, women's ministries and others.
- Handles emergencies along with senior pastor.
- Coordinate and oversee responsibility for the visitation of the sick and shut-in on a regular basis, specifically calling regularly at the hospitals and in-home of members of the congregation to visit and provide communion
- Share in providing for counseling needs of congregation
- Oversee the various auxiliary groups within the congregation and outside groups using the church building
- Lead the charge to recruit, train and commission passionate individuals for the congregational care ministry.
- Serve as the staff liaison and guide the work of the Outreach team

- Assist in encouraging and facilitating small group ministry opportunities.

**Self-Care:**

- Take time to model family life and personal life
- Take time for spiritual renewal through daily devotions, meditations and spiritual retreats
- Take time for continuing education and study
- The Senior Pastor shall have primary responsibility to ensure the provisions of this section are met according to the Letter of Call

**Other Duties:**

- Administer the Good Samaritan fund in coordination with the senior pastor and treasurer.

**Job Skills Required**

- Good communication skills & interpersonal skills
- Willingness to work a flexible schedule
- Ability to maintain confidentiality
- Enthusiastic and possess a positive outlook toward others
- Excellent organization & leadership skills

**Educational Requirement**

- Bachelors Degree
- Master Divinity from accredited Seminary
- Ordained as minister or ready to be ordained

Updated: Dec 4, 2023

Updates Approved by: \_\_\_\_\_

**TO BE AND BUILD UP LIFELONG  
FOLLOWERS <sup>OF</sup> JESUS**

**ST. PAUL'S**  
LUTHERAN CHURCH

