

**Riverside Presbyterian Church  
Parish Associate for Pastoral Care**

Riverside Presbyterian Church (RPC), located in the lively Five Points area of Riverside neighborhood not far from downtown Jacksonville, seeks a parish associate to work as part of a dynamic ministry staff. This minister of Word and Sacrament will focus on pastoral care and coordination of the ministry of our deacons. He/she will also assist with funerals, memorials, and other worship services. The work will be compensated with an annual salary of \$20,000 and will normally require 20 hours a week. RPC, which has a membership of nearly 1,000, has adopted the stated values of: "Searching Thoughtfully, Serving Passionately, Living Joyfully, Following Christ." We see ourselves as a movement for reconciliation within our city and world. More details about this contract position are included in the job description below.

Hours: 20 hours/ week

Start Date: February 1, 2021

Minimum Salary: \$20,000 annually.

**Personal Skills/ Experience Required**

- Faith in Jesus Christ as Lord and Savior, and commitment to the ministries of his Church.
- Administrative skills; ability to coordinate the various ministries of the Deacons
- Willingness to be on the phone for long periods of time
- Mobility; ability to drive around the Jacksonville area and beyond for visitation
- Teamwork skills; ability to work and coordinate well with the other clergy to ensure excellent pastoral care coverage throughout the congregation

**Position Responsibilities**

- Position responsibilities are varied, but primarily focused in the area of pastoral visitation and care for seniors, homebound and nursing home members, especially shut-ins.
- In collaboration with the other pastors, organize and perform visits to hospitals and homes
- Assist with worship and related services as needed, especially memorial services and funerals
- Coordinate and oversee the Deacon ministry and its various teams
- Assist with other pastoral duties on a limited, as needed basis

We are now accepting applications, and happy to answer any questions you may have. To apply, please submit a cover letter, resume, and statement of faith to:

Rev. Dr. Brian Lays, Pastor and Head of Staff: [brian.lays@rpcjax.org](mailto:brian.lays@rpcjax.org) or 904-903-0343  
Ed Pratt-Dannals, Chair, HR Committee: [ed.prattdannals@gmail.com](mailto:ed.prattdannals@gmail.com) or 904-662-4226