

PASTOR

Classification: Full-time exempt
Revised October 21, 2013

Reports to: Central Session
Approved by: Session

Purpose of the Position

The Pastor is responsible for providing excellent preaching and worship leadership that attracts visitors from a wide geographic area and contributes to the spiritual growth and development of members and visitors of all ages. The Pastor also works with the Session and other leaders to build the membership of the church.

Primary Duties and Responsibilities

1. Grow an engaged membership by
 - Attracting new members
 - Retaining engaged current members
 - Re-engaging inactive current members
2. Preach weekly sermons, timely posting all sermons on the Central website and posting sermon comments on the Central Facebook page.
3. Lead the annual confirmation series of classes.
4. Lead the annual officer training series of classes for new Session and Deacon members and returning officers.
5. Lead new member series of classes (at least annually).
6. Lead or direct adult spiritual growth events on a weekly basis throughout the year.
7. Provide pastoral care for those in crisis and visit with members regularly in coordination with the Deacons.
8. Lead the Session in ongoing discernment of God's call and in planning the church's response to that call including regular updates to the Session of the pastor's activities and staff activities.
9. Lead the congregation in understanding the church's mission and in setting goals relative to that mission.
10. Lead the church in accomplishing the goals of the strategic plan.
11. Participate in the committees of the church as they carry out their duties.
12. Supervise, manage, and, working with the Personnel Committee, annually evaluate staff.
13. Participate actively in the financial work of the church, including:
 - Stewardship
 - Finance Committee
 - Foundation Board
14. Be present and involved in the fellowship of the church, including presence at church events, informal gatherings of members, and special events in the lives of members.
15. Oversees internal communication and external marketing in order to ensure frequency and quality.
16. Serves and provides leadership within the Presbytery and in the community.

Performance Measures

The Personnel Committee, in consultation with the employee, will establish specific periodic employee performance goals and evaluate the employee's progress toward achieving the goals

when measuring performance. The Committee will periodically review the responsibilities of this position.

Minimum Qualifications

Education: Undergraduate and master of divinity degrees. Doctor of ministry preferred.

Experience: At least two years pastoral experience.

Skills:

- 1) Demonstrates compassion and care – communicates a sense of support and presence; demonstrates appropriate expressions of care.
- 2) Influences others – encourages others to participate, provide resources, or make decisions; generates energy, passion, and commitment to an idea; creates an environment that others want to participate in.
- 3) Provides preaching – is consistently effective and able to inspire from the pulpit in a way that is understandable to others.
- 4) Takes initiative – enjoys working hard; is action-oriented and energetic; sets demanding but achievable objectives for self and others.
- 5) Demonstrates integrity and trust - is seen as trustworthy; practices direct, honest, and transparent communication; admits mistakes; doesn't operate with hidden agendas.
- 6) Has good interpersonal skills – establishes good working relationships with others; uses diplomacy and tact; is approachable; avoids communication triangles.
- 7) Is a good listener – engages in thoughtful and attentive listening; listens beneath the surface for the real intent that may contradict a spoken message; overcomes personal bias to genuinely hear the concerns of others; welcomes new ideas and encourages others to think creatively.
- 8) Shows resilience – can effectively cope with change and uncertainty.
- 9) Embraces self-development – sets appropriate work objectives and measures own progress; seeks regular feedback on performance; is sensitive to changing personal and organizational requirements and adapts accordingly.
- 10) Shows self-differentiation – demonstrates strong and appropriate personal boundaries in relationships; is emotionally mature; can maintain a strong and non-anxious presence in the midst of turmoil.
- 11) Has excellent time management skills – is willing and able to focus time on tasks that contribute to organizational goals; uses time effectively and efficiently; concentrates on the most important priorities.
- 12) Is able to manage conflict – understands congregational dynamics; can find common ground for cooperation and commitment while keeping relationships healthy.
- 13) Has good delegation skills– can delegate both routine and important tasks; appropriately shares authority and responsibility.
- 14) Has good supervision skills – is good at establishing clear expectations and setting clear direction.
- 15) Embraces leadership development – encourages others to discover and engage their giftedness and skills in service to the larger community.
- 16) Is a strategic leader– is future-oriented and can visualize and communicate where the congregation is heading.

- 17) Is a good teacher – uses a variety of styles and topics to engage listeners and to contribute to a deeper understanding of Scripture, theology, and spiritual practice.

Physical demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk and use hands to finger, handle or feel objects, tools or controls. The employee is required to talk and hear. The employee is occasionally required to reach with hands and arms and stoop, kneel or crouch.

The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, depth perception and the ability to adjust focus.

Environment

The work environment characteristics described there are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee will work in an office environment. The area is adequately lighted and ventilated. The office is a non-smoking environment.

The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload.

Compensation

- Salary varies upon education, certification and experience