

## **POSITION DESCRIPTION**

**First Presbyterian Church  
Initial Draft—March 23, 2010**

### **PASTOR/HEAD OF STAFF**

#### ***PURPOSE***

To provide leadership and support for the congregation's mission and ministry, in conjunction with the Session and staff

#### ***IMPORTANCE TO THE CHURCH***

To provide leadership to the church to meet program and ministry goals

#### ***QUALIFICATIONS***

1. Ordained Presbyterian minister of a recognized COCU denomination
2. Strong skills in preaching
3. Good administration and organizational abilities
4. Ability and willingness to work as a team with other members of the staff

#### ***RESPONSIBILITIES***

##### **A. WORSHIP, SACRAMENTS AND PREACHING**

1. To prepare scripture-based sermons which relate to life today
2. To preach multiple services each Sunday
3. To share the pulpit approximately once a month with the Associate Pastor
4. To plan and lead worship services in cooperation with the Worship Committee
5. To meet quarterly with the music staff and representatives from the Worship Committee in order to plan in advance and coordinate music for Sunday Worship services
6. To celebrate the sacraments
7. To be available for weddings and funerals as requested by families

##### **B. ADMINISTRATIVE LEADERSHIP**

1. To serve as Head of Staff and oversee/coordinate staff responsibilities and ministry
2. To develop a common vision and mission for the church by working closely with the Session
3. To moderate from a model of open decision-making
4. To emphasize congregational communication by gathering and sharing information from the diversity of the church's membership
5. To meet with each staff person yearly to give a written review based on performance in accord with the position description and agreed-upon goals
6. To conduct weekly staff meetings to coordinate the work of the staff, to encourage the sharing of ideas and skills and to develop a team approach to ministry
7. To see that personnel records are maintained

### **C. STEWARDSHIP AND FINANCE**

1. To work closely with the Stewardship and Finance Committee
2. To develop stewardship education for the congregation in conjunction with Stewardship and Finance Committee
3. To carry out an annual General Fund Campaign in conjunction with Stewardship and Finance Committee

### **D. CHRISTIAN EDUCATION**

1. To serve as a resource person when needed for the Christian Education Committee for the development and implementation of adult education programs
2. To work closely with the Educator in supporting and guiding spiritual formation within the congregation
3. To teach as needed in a variety of settings throughout the year
4. To provide instruction for church officers

### **E. GOVERNING BODIES AND ECUMENICAL WORK**

1. To moderate Session and participate as a valued member
2. To fulfill responsibilities as appropriate to Presbytery/Synod/General Assembly
3. To participate as appropriate at bi-annual meetings of the General Assembly
4. To maintain a commitment to ecumenical and interfaith activities

### **F. OTHER RESPONSIBILITIES**

1. To work with the Associate Pastor, Stephen Ministers and Deacons in a coordinated program of visitation, including visiting in area hospitals, in crisis situations, and in homes. While the Associate Pastor is responsible for coordinating this part of the church's ministry, the pastor is an integral part of the team.
2. To attend and support church functions
3. To be available for counseling as requested
4. To participate in the Downtown Pastors' Network
5. To be involved in the life of Jefferson City as a witness of the Church and the congregation

### **ACCOUNTABILITY**

1. To the Personnel Committee and Session in the performance of responsibilities
2. To the Presbytery of Missouri Union in the performance of responsibilities

### **EVALUATION**

An annual written performance review will be conducted by the Session, focusing on accomplishments of previously set goals and to identify goals for the coming year. The meeting to discuss the results may be moderated by a representative of the Presbytery of Missouri Union.