

Job Description

Senior Pastor and Head of Staff

Description: The Senior Pastor and Head of Staff of Knox Presbyterian Church is called to lead Knox in furthering the [church's vision](#)

Full or part-time (target hours per week, if part-time): Full-time

Exempt, non-exempt: Exempt

Position Overview:

The Senior Pastor and Head of Staff for Knox Presbyterian Church is to be a visionary spiritual leader who embodies the heart of Christ's ministry while guiding the congregation into the future. He will lead a dedicated team of staff and lay leaders who are passionate about the church's mission and eager to follow God's leading under thoughtful, collaborative leadership.

The Senior Pastor and Head of Staff will boldly proclaim the truth of Scripture to an increasingly secular world, and will shepherd our congregation with wisdom and compassion while equipping members to live out their faith in their workplaces, neighborhoods, and families. He will exercise confident leadership of the pastoral, ministry, and administrative staff, determine which staff positions are required in consultation with the Session, and have responsibility for hiring and managing the staff. He will perform his ministry responsibilities personally or through appropriate delegation.

Position responsibilities:

Spiritual Leadership and Vision

- Provide overall leadership in shaping, effectively communicating, and implementing God's vision for Knox Presbyterian Church, as discerned alongside the Session and the congregation
- Lead the congregation in spiritual growth and discipleship
- Foster a culture of prayer, devotion to the Word, worship, and biblical community
- Guide the church in fulfilling its mission within the local community and beyond

Preaching and Worship

- Prepare and deliver biblically sound, gospel-centered sermons that apply Scripture to contemporary life
- Provide leadership in the preaching of the Word and administration of the sacraments
- Ensure cohesive, meaningful corporate worship

Staff Management and Development

- Supervise and shepherd the staff and ministry leaders
- Conduct regular staff meetings and annual performance reviews
- Mentor pastoral staff and ministry leaders in their professional development
- Foster a collaborative, supportive team environment among staff

Pastoral Care

- Nurture and express a genuine love for the whole church body

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- Guide and encourage the elders in the work of shepherding congregation members through life transitions, crises, and spiritual growth
- Oversee the process for assimilating newcomers into church membership and ministry
- Provide counseling and spiritual guidance as appropriate
- Officiate weddings, funerals, and other significant life events

Administration and Governance

- Shepherd the Session as its moderator
- Intentionally look for opportunities to deepen and strengthen relationships with individual elders and the Session as a whole
- Work closely with the Session to develop church policies and procedures
- Participate in budget development and provide oversight of financial stewardship
- Ensure effective communication throughout all levels of church organization
- Attend and participate in denominational meetings and activities as appropriate

Community Outreach and Engagement

- Develop strategies for engaging with local universities and the pluralistic culture
- Support and enhance both local and international gospel missional initiatives
- Build relationships with community leaders and organizations
- Shepherd church members and inquirers from a wide spectrum of beliefs, ages, and backgrounds

Professional and Personal Qualifications:

Professional Qualifications

- Master of Divinity degree and ordination by the Evangelical Presbyterian Church (or transferable ordination)
- Demonstrated experience in a multi-staff pastoral role, preferably as a Senior or Associate Pastor at a medium to large church, or equivalent
- Commitment to Reformed theology and orthodox biblical understanding

Personal Qualifications

- A personal, growing relationship with Jesus Christ evidenced by humility, integrity and maturity in speech and conduct as outlined in 1 Timothy 3:1-7 and Titus 1
- A commitment to grow in faith and repentance and to lead by a means of being a lead repenter, cultivating a teachable, approachable, humble spirit
- Healthy personal relationships that help to foster growth and refreshment, including a gospel-centered marriage and family life, if applicable
- A commitment to integrate ministry and family life in healthy and wise ways for the mutual benefit of both
- Strong leadership, communication skills, interpersonal skills (i.e., emotional intelligence) and cross-cultural competency
- A willingness to engage conflict with a heart for restoration and reconciliation
- A commitment to the unity, purity, and peace of the church
- Ability to maintain confidentiality