Pastor Job Description

Introduction

First Presbyterian Church of Paulding desires a pastor with a deep passion for the Lord, for the Bible, a personal ministry, and doctrinal views consistent with those of the Evangelical Presbyterian Church (EPC). The pastor shall meet the New Testament requirements for office as listed in 1 Timothy 3:1-7. The Pastor, as a minister of the Gospel, shall be devoted to the service of Christ and the church; preaching and teaching the Word of God; administering the sacraments; and faithfully giving oneself to pastoral work. The Pastor will preach at most worship services; lead the congregation in worship; lead the church to discern God's vision; work with the Session and Deacons; supervise the spiritual and ministry development of the staff; provide pastoral care for the congregation; and partner with lay leadership to direct church ministries. The Pastor will lead the church to fulfill its mission and vision statements:

First Presbyterian Church of Paulding Mission/ Vision Statement

Our mission

To know Christ and to make Him known.

Our vision

To be a congregation of passionate and enthusiastic people who want to become more like Christ and live out our faith within the community.

Skills Needed:

- Biblical exegetical skills, preaching and teaching
- Administrative and financial management
- Pastoral care
- Problem solving and listening skills
- Interpersonal relations
- Collaborative and team building
- Oral and written communication
- Crisis intervention and conflict management

• Effective time management

• Able to work confidently with technology

• Theological understanding of the Church

• Ability to build partnerships in mission and ministry

• Ability to work with the broadest diversity of persons and groups

• Timely response to communications and issues

Accountability

The pastor, called primarily to the Word and sacrament, will be the senior member of the church staff, responsible to Session, First Presbyterian Church of Paulding and to the Presbytery of the Midwest (EPC)

In meeting this responsibility, the Pastor will normally be expected to exercise pastoral, administrative, and representational leadership within the church organization and to serve the needs of the church as are identified in this job description. The role and responsibilities of the Pastor may be further refined from time to time as indicated by the needs of the church and by mutual agreement of the Pastor and the Session, so long as such agreement does not conflict with the provisions of the EPC Book of Order or the provisions of the terms of call.

Areas of Specific Responsibility

Word and Sacrament

• Plan and lead the various worship services of the church.

• Preach and teach the Word of God as written in the Old and New Testaments; Call the congregation to personal faith in Christ, ~~to~~ repentance, spiritual growth, service and evangelism through biblically grounded sermons and teaching.

• Preach the Word of God on the occasions as established by the Session, and to provide leadership in seeking qualified persons to fill the pulpit and conduct services when the Pastor is absent.

•Administer the Sacraments monthly, working with the Session and other appropriate groups to ensure that the elements are prepared for Communion.

• Encourage and help to equip congregational members who are called to ministries of preaching and teaching.

• Prepare congregants, both youth and adult for membership in the church, including leading membership preparation class.

Pastoral

• Create a church culture that increasingly embodies Christ's example of servant leadership to all congregational leaders and the congregation as a whole.

• Officiate at weddings and provide the couple with pre-marital counseling.

• Officiate at funerals and insure an appropriate witness to the resurrection during the worship service.

• Counsel families and individuals of the church, and refer people to professional counselors when needed.

• Visit the sick in homes and hospitals;

• Contact inactive members; and contact prospective members, inviting them into the community of the church.

• Teach as appropriate.

• Study to prepare for improvement in preaching, counseling, teaching, and administration.

• Commit to support and encourage participation in Missions (Matthew 28:16-20).

• Lead in social outreach to the community.

• Provide pastoral and executive leadership to lay-led ministries in the church, both youth and adult, equipping and training them, mentoring, and providing encouragement, guidance, oversight, and consistent focus on First Presbyterian's vision and missions.

Administration

The Session

• Serve as Moderator of the Session. (voting)

• Develop and strengthen the organization of the Session.

• Partner with elected church leadership to communicate vision and direction; and to administer church ministries.

The Staff

• Guide the spiritual development of the staff and the lay leadership.

• Serve as senior member of the Staff and as head of staff, supervising and coordinating all work of other members of the staff.

• Recommend staff additions, staff terminations, or changes in staff job descriptions to the Session at such times as these actions may seem necessary, appropriate, or desirable.

• Help develop written job description for staff members and perform performance reviews of all staff that report to the Senior Pastor, reporting to the Session for their advice and counsel.

• Make temporary changes in staff duties and responsibilities as necessary to insure proper functioning of the church, reporting such actions to the Session for their advice and counsel.

The Church

• Encourage members of the church to support the work of First Presbyterian and EPC.

Representation to the Presbytery & the Larger Church

Presbytery

• Participate in the meetings/duties/ministry of the Presbytery. Pledge to uphold the constitutional standards of the EPC and actively pursue those ideals.

• Attend meetings of the Presbytery regularly and serve in such capacities as the Presbytery may request or direct.

• Ensure that the Session receives appropriate reports on the activities of Presbytery after each stated meeting (of Presbytery) or more often as deemed necessary.

The Larger Church

• Heighten the awareness of the congregation to the uniqueness of the EPC and to the privileges, responsibilities, and opportunities it provides through its connectional nature to be part of a worldwide mission.

• Work with the Session in communicating information concerning special needs as requested by the Presbytery, and encourage the support of the Presbytery and larger church through giving to benevolences.

• Cooperate with other local churches in appropriate ecumenical efforts and witness through, but not limited to, the Paulding Ministerial Association.

• Be involved in other community agencies and programs per his/her own personal interests.

Relationship of this Job Description and the Call

The Call

• The Call, along with the compensation and benefit package, will be determined by the Session and approved by the congregation.

• The Pastor will serve under terms of the Call as approved by the congregation

Review of Pastor

• The work of the Pastor will be reviewed by the Session at least annually. Evaluation will be documented in written form.

• Review of the Pastor should coincide with the annual review of the terms of the Call.

Review of the Job Description

• The Pastor and the Session shall review this job description at least annually.

• The job description can be amended, replaced, or deleted entirely by a majority vote of the Session.