

JOB TITLE: Pastor/Head of Staff
MINISTRY: Pastoral
SUPERVISOR: Congregation with Guidance of Session
FLSA STATUS: Full-time / Salary / Exempt
WORK HOURS: As Required

POSITION SUMMARY: Working under the general direction of the Session, the Pastor and Head of Staff provides theological reflection, vision and leadership to the life and ministry of First Presbyterian Church. The Pastor and Head of Staff offers this vision and leadership to all members of the congregation, its officers and staff. Areas of responsibility include Preaching and Worship, Pastoral Care, Teaching and Study, Communication, Leadership, Meetings and Governance, Staff Coaching and Nurture, as well as Service to the Larger Church and Community.

DUTIES/RESPONSIBILITIES:

PREACHING AND WORSHIP

- Prepares sermons, including considerable study time.
- Meets weekly with liturgy and worship staff to plan worship.
- Delivers 90 percent of all sermons on Sunday mornings.

PASTORAL CARE

- Makes home, hospital and nursing home visits.
- Has lunches or dinners with church members, as needed.
- Meets with couples preparing for marriage.
- Meets with couples who are having a child baptized.
- Sends cards to church members who have experienced a loss, baby or illness.
- Makes contact with church members and staff at time of major life events.
- Meets with family members of deceased members to plan funerals.

TEACHING AND STUDY

- Teaches weekly Bible studies.
- Trains Presbyterian Women Bible Leaders monthly.
- Offers Wednesday Night teaching, as needed.
- Teaches Confirmation Class several times a year.
- Teaches Adult Sunday School classes, as needed.
- Stays current on matters of theology and culture.

COMMUNICATION

- Prepares article for monthly church newsletter.
- Writes letters of thanks as appropriate.
- Works closely with Stewardship Committee.
- Corresponds on behalf of mission and educational activities.
- Responds to phone calls and emails in a timely fashion.
- Communicates mission and ministry of the church to congregation and community.

LEADERSHIP

- Meets weekly with church staff.
- Meets monthly with pastors and program staff.

- Prepares devotional to open each meeting.
- Meets monthly with certain committee chairs.
- Meets monthly with Clerk of Session.
- Meets with Moderator of Presbyterian Women, as needed.
- Meets with Diaconate Executive Committee Chair, as needed.
- Meets as requested with any member of the church.

MEETINGS AND GOVERNANCE

- Serves as Staff Liaison to:
 1. Governing Bodies Committee
 2. Long Range Planning Committee
 3. Officer Nominating Committee
 4. Officer Training & Enrichment Committee
 5. Personnel Committee
 6. Oak Hill School Board
 7. New Church Development Committee
 8. Seminarian Support Committee
 9. Endowment Committee
 10. Finance & Budget Committee
 11. Investment Committee
 12. Stewardship Committee
- Moderates the Monthly Session Meeting.
- Meets monthly with Coordinating Council.
- Meets regularly with employees of Finance Department.
- Meets frequently with Executive Pastor.

STAFF COACHING AND NURTURE

- Listens to, encourages and coaches staff as appropriate.

SERVICE TO THE LARGER CHURCH AND COMMUNITY

- Participates actively in Middle Tennessee Presbytery and other church councils.
- Preaches at other churches when feasible.
- Serves on denominational and community boards and committees when appropriate.

POSITION QUALIFICATIONS:

EDUCATION: Bachelor's Degree and Master of Divinity.

EXPERIENCE: A minimum of 15 years' experience as pastor/head of staff at a church with 1,000 members or greater.

KNOWLEDGE

- Considerable knowledge of Bible, theology, Presbyterian polity, pastoral theology and spiritual formation.
- Knowledge of counseling practices.
- Knowledge of sound business practices.
- Awareness of history, cultural practices and current events.
- Sensitivity to history and culture of the congregation.

ABILITY TO

- Relate well with all persons of church life including members, officers and staff.
- Provide vision and leadership to same persons.
- Communicate effectively in oral and written form.
- Write and deliver sermons in a thorough and winsome manner.
- Ability to conduct meetings.
- Prioritize and manage multiple tasks.
- Always eager to grow as a disciple of Jesus Christ.

CERTIFICATES, LICENSES, REGISTRATIONS: Ordained Teaching Elder in PCUSA.

PHYSICAL DEMANDS: Standing, sitting and moving about as necessary. Use of hands is needed to operate office equipment.

WORK ENVIRONMENT: Work environment is primarily indoors in an office setting. There may be some out-of-town travel involved.

ACCEPTED AND AGREED:

Employee Signature: _____

Employee Name (printed): _____

Supervisor Signature: _____

Date: _____