

JOB DESCRIPTION FOR PASTOR HEAD OF STAFF

Purpose: To lead the congregation into a deeper expression of the life of Christ through a ministry of preaching, teaching, pastoral care and administrative oversight.

Accountability: To Mission Presbytery and the Session's Staff Oversight Ministry Team

Responsibilities:

1. Provide supervision, support and encouragement to the pastoral, program and support staff of the congregation, developing a collegial spirit of cooperation and unity.
2. Undergird a ministry of preaching, teaching, pastoral care and administration by devoting adequate time for prayer and study.
3. Lead worship, preach and administer the sacraments in an orderly, instructive and edifying manner.
4. Engage in a teaching ministry that encourages and instructs the congregation in the life of faith.
5. Moderate the Session bringing spiritual nurture, organization and management in order that the Session can fulfill its governing responsibilities and role as the spiritual leaders of the congregation
6. Lead the Session in the ongoing discernment of our mission, envisioning the future God has for us and how we live into that future.
7. Provide training for new officers, ministry chairs and other leaders equipping them for their tasks.
8. Meet with the following ministry teams providing support and encouragement: Worship & Music, Staff Oversight, Resources and Planning, Adult Ministry, Membership, Mission & Service, Building & Grounds, Theological Education, and other designated ministry teams and task forces, such as the Building Design Task Force, the Multicultural Events Task Force and the Envisioning Task Force.
9. Meet with and support the work of the Deacons.
10. Offer support and instruction to the congregation in the area of Christian stewardship.
11. Officiate at weddings and funerals
12. Supervise the Teaching Church Student
13. Visit hospital, nursing home and home-bound as needed.