

Position Description

Title: Pastor and Head of Staff

Purpose: As a Teaching Elder, under the direction of the Holy Spirit, the pastor is to proclaim the Gospel and build up the Body of Christ known as Community Presbyterian Church of Omak.

Accountability: Accountable to Jesus Christ, the Head of the Church (Book of Order F – 1.0201) and then to oversight of the Presbytery of Central Washington.

Responsibilities

A. To lead this church in the fulfillment of The Great Ends of the Church listed in the Book of Order, F-1.0304:

The great ends of the church are the proclamation of the gospel for the salvation of humankind; the shelter, nurture, and spiritual fellowship of the children of God; the maintenance of divine worship; the preservation of the truth; the promotion of social righteousness; and the exhibition of the Kingdom of God to the world.

B. Within that framework, the following specifics are listed for special attention:

a. Preaching:

- i. To prayerfully and carefully develop worship services in which our people challenged by Scripture.
- ii. Sermon study, preparation and prayer.
- iii. Selection of hymns and coordination of special music.
- iv. The pastor will work with the Worship Committee in planning worship and engaging the congregation through worship.
- v. Lead special services of the congregation, including weddings and funerals, offering appropriate worship for the occasion.

b. Administration:

- i. As Head of Staff and Moderator of Session, the Pastor serves as the liaison between staff and the Session. The Pastor is called to support the staff through encouragement and challenge and provide timely feedback and evaluations. The Pastor is also called to represent the vision and mission of the Session and lead the staff in fulfilling this vision/mission.
- ii. Equip Ruling Elders serving on Session to be educated and equipped so that they can carry out the various ministries for which they are responsible. Session retreats are encouraged. As Moderator of Session, the pastor is called to be the champion of the vision and mission of the Session – working with the Session to discern and develop this sense of call.
- iii. Work closely with the Board of Deacons to encourage and enable them to carry out their ministry. The Pastor will facilitate the training of Deacons in listening and calling skills as well as help to coordinate the various services for which they are responsible such as greeters, ushers, coffee fellowship, calling team.

- iv. General administration: Give daily attention to telephone messages, correspondence, follow-up, etc.
- v. To support all the Session committees and other ministries.
- vi. Participate in appropriate ecumenical relationships.
- vii. Be active in service to the larger community.
- viii. Be an active member of Presbytery and serve as called by the Presbytery and led by the Holy Spirit.

c. Teaching

- i. Lead new membership classes as need arises.
- ii. Coordinate the small group ministry of the congregation.
- iii. Teach adult education classes on a variety of topics.
- iv. Cultivate the ability to teach Ruling Elders and encourage Ruling Elders to exercise their call to teach the congregation.

d. Pastoral Care:

- i. Cultivate caring relationships with members and friends through telephone calls, home visits and hospital calls in times of need.
- ii. Be available for individual, marital and premarital counseling. Be a listening ear and offer scriptural guidance to those in need.
- iii. Counseling: Be available for individual, marital and premarital counseling. Be a listening ear and offer scriptural guidance to those in need.

Relationship: The pastor is accountable to the Presbytery of Central Washington and will coordinate with the Personnel and Worship Committees of this congregation to schedule vacation, study leave, and sabbaticals.

Evaluation: A review of performance and adequacy of compensation will be conducted at least annually by the Personnel Committee.