**Valley Presbyterian Church**

**Position Description**

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| **POSITION TITLE:**  **Pastor/Head of Staff** |

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| **PRIMARY PURPOSE STATEMENTS**    The Pastor leads the spiritual development of the congregation, fosters its commitment to Jesus Christ; and guides and supports the religious, fellowship and administrative activities of Valley Presbyterian Church. |

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| **ACCOUNTABILITY:**  The pastor is accountable to:   * The Presbytery de Cristo as a member of the body that has approved the call * The congregation as he or she honors the terms of call; * The Session as moderator; and * The Personnel Committee having the Session-designated responsibility for the Pastor’s annual performance review. |
| **OVERVIEW OF MINISTRIES:**   * Serves as the congregation’s spiritual, programmatic, and administrative leader. * Ensures that members are recruited and included in the ongoing work, ministry and mission of the church other than those bodies that have been elected by the congregation. * Becomes acquainted with everyone within the church. * Promotes and supports the overall mission and ministry of the church.   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 the mutual agreement of the Pastor and the Personnel Committee, so long as such agreement does not conflict with the provisions of the *PC (USA) Book of Orde*r or the provisions of the terms of call. |
| **AREAS OF SPECIFIC RESPONSIBILITIES:**   1. *Worship*    * Serves as principal preacher and primary leader of worship; calls the congregation to personal faith in Christ, to spiritual growth and service through Biblically based sermons and teaching.    * Consults with the Associate Pastor, the Director of Music, and Session Worship Committee regarding the planning and coordination of worship services.    * Provides leadership in seeking qualified persons to fill the pulpit and conduct services when the Pastor is absent.    * Officiates and maintains oversight of all congregational special services and conducts funerals, weddings, baptisms, etc., unless assigned to Associate Pastor.    * Oversees provision of communion to homebound members. 2. *Visitation and Pastoral Care*    * Serves as principal caregiver for the congregation.    * Calls on the sick, hospitalized, and homebound in coordination with the Associate Pastor and Deacons.    * Provides counseling when requested.    * Encourages visitation programs by coordinating with the Associate Pastor and through Congregational Care process of the Deacons as well as other groups or committees.    * Creates a church culture that increasingly embodies Christ’s example of servant leadership to all congregational leaders and members. 3. *Teaching*    * Serves as primary theologian for the congregation.    * On a periodic basis, helps, supports, and teaches in the Christian formation ministry.    * Serves as primary teacher for Elders and Deacons to receive adequate training to fulfill their responsibilities for their service on the boards of the church.    * Works with the Associate Pastor to introduce programs and events that seek to meet the spiritual needs of the congregation.    * Assists the Associate Pastor with the New Members class. 4. *Stewardship and Finance*    * Serves as primary resource to the Session for promoting and implementing Stewardship campaigns that build assets to carry out the responsibilities and mission of the church.    * Serves as primary resource to the Finance Committee and Endowment and Foundation boards to ensure fiscal soundness of Valley Presbyterian Church. 5. *Administration*    * Head of Staff      + Directs and supervises the work of staff.      + Works with the Associate Pastor in guiding and supporting the religious, fellowship, and administrative activities of the church.      + Oversees the church calendar through regular meetings with staff to inform about Session and church committee plans for programs and projects; assignment and scheduling of staff responsibilities and duties; and ensuring communications among all relevant participants.      + Initiates and coordinates evaluations of all staff members in conjunction with the Personnel Committee.      + Is responsible for coordinating vacations, continuing education, and participation in denominational and ecumenical conferences, seminars, workshops and camps.      + Serves as a primary resource for the Nominating and Personnel Committees in an ex-officio capacity without vote.      + Supports task forces or special appointed groups as time permits.  * *Control of fiscal assets* * Reviews the work of the Building and Grounds committee and staff to ensure the security, maintenance, and readiness of the church property, and equipment. |
| **RELATIONSHIPS:**   * Partners with elected church leadership to communicate vision and direction of church ministries. * Regularly makes reports to the Session. |
| **JUDICATORY:**   * Attends Presbytery meetings and fulfills responsibilities as a Presbyter, including serving on judicatory division/committees when elected or appointed. * Attends Synod and General Assembly when elected as a delegate. |
| **OTHER DESIRED SKILLS:**   * Understands “Family Systems Theory” including Conflict Management, Triangulation, and Self-Differentiation. * Has demonstrated skill in motivating congregants to action in the church and community. |
| **PERSONAL GROWTH AND CARE:**  The Pastor is responsible for personal growth, self-care, and for scheduling appropriate time for renewal; for maintaining a good sense of personal and professional boundaries and practices; for appropriate delegation; and for identification of and care for volunteers. |
| **COMPENSATION:**   * Receives salary according to the Terms of Call as approved by the congregation. * Receives compensation for weddings and funerals as listed in the “Guidelines for the Use of All Church Facilities.” * Will be compensated every two weeks. |
| **EVALUATION:**  In compliance with church personnel policies, a performance and compensation review shall be conducted annually by the Personnel Committee. |
| **DISSOLUTION OF PASTORAL RELATIONSHIPS:**  The pastoral relationship between a pastor and a church may only be dissolved by the Presbytery. The process for dissolving the pastoral relationship can be found in Section G-2.092 - G-2.0904 of the *Book of Order*. |