



Written 1/09
(Rev.1 3/09)

MT PLEASANT PRESBYTERIAN CHURCH

POSITION DESCRIPTION

POSITION TITLE: Pastor

COMPENSATION STATUS: Full time exempt

PURPOSE: The Pastor is responsible for studying, teaching, and preaching the Word, for administering Baptism and the Lord's Supper, for praying with and for the congregation. With the elders, the Pastor is to encourage the people in the worship and service of God; to equip and enable them for their tasks within the church and their mission to the world; to exercise Pastoral care, devoting special attention to the poor, the sick, the troubled, and the dying; to participate in governing responsibilities, including leadership of the congregation in implementing the principles of participation and inclusiveness in the decision making of the church, and its task of reaching out in concern and service to the life of the human community as a whole. With the Deacons, the Pastor is to share in the ministries of sympathy, witness, and service. In addition to these Pastoral duties, he or she is responsible for sharing in the ministry of the church in the governing bodies above the Session and in ecumenical relationships.

QUALIFICATIONS:

- Must hold a Master of Divinity Degree from an accredited theological institution
- Must be duly ordained through the PCUSA or another reformed body
- The calling of a Pastor requires careful consultation with the Presbytery, particularly the Committee of Ministry

RESPONSIBILITIES:

Ministry of the Word and Sacraments

- Preach Sunday morning; Preach Sunday evening
- Administration of the Lord's Supper during Sunday morning/evening Service(s); Shut-in communion
- Conduct special services, i.e. Christmas, Easter, etc.
- Administration of Baptism which includes counseling with those seeking Baptism
- Study and preparation, especially in view of teaching/preaching (including continuing education objectives)
- Lead Wednesday evening Bible study/prayer meeting

- Teach adult Sunday School, as needed
- Serve as co-superintendent for adult Sunday School
- Serve in ad hoc or short term projects/ministries; pregnancy loss support group; marriage enrichment group; VBS, etc., as needed and able
- Confer with Session to formulate plans for church growth

Visitation

- Hospital and Emergency Visitation
- Home visitation in coordination with Session/Deacons
- Visitation with prospective members and inactive members

Pastoral Care

- Counsel with the bereaved; conduct funeral/memorial services
- Pre-marital/marital counseling; perform marriage services
- Scheduled/ad hoc counseling of various types
- Provide spiritual and personal counseling

Head of Staff

- Provide general direction and leadership
- Conduct weekly staff meetings
- Coordinate activities with all staff
- Resolve staff conflicts
- Support all church staff (staff meetings, ad hoc conversations, etc)
- Help staff meet objectives set by Session and Personnel Committee

Administration

- Plan sermons two months in advance
- Moderate Session and congregational meetings (advance Session agendas)
- Actively serve on nominating committee (ex officio)
- Train new officers for office (Elders, Deacons)
- Administer twice annual new members class
- Continual re-evaluation of all ministries and programs, appropriate support and guidance to all lay people
- Prayerful pursuing God's vision and casting this vision to leaders/members
- Plan an annual church leaders retreat
- Resource and serve on the Worship Committee
- Review the Service Bulletin each week
- Contribute to the Newsletter
- Recruit and train liturgists
- Maintain church Library
- Evaluation and dissemination of church correspondence/mail
- Maintain correspondence with missionaries/ministries vital to our mission
- In conjunction with Session, ensure strict compliance with Mt. Pleasant Policy Manual by all staff members and lay people

Higher Governing Bodies

- Attend Presbytery meetings
- Attend Area 4 Pastor luncheons when schedule permits
- Attend Cluster luncheons with Pastors of like-minded evangelical Presbyterian congregations
- Serve on well suited (determined by Pastor) Presbytery units/committees, as schedule permits

ACCOUNTABILITY: Accountable to the Presbytery and Session through the Personnel Committee.

RELATIONSHIPS: Relates to the Session and serves as the moderator; serves as Ex Officio member on all committees; relates to the staff as Head of Staff; relates to congregation as Pastor; relates to the Presbytery as a member.

PERFORMANCE EVALUATION: Performance reviews will be conducted annually by the Session Personnel Committee and referred to Session. The Session Personnel Committee will annually review the adequacy of compensation and ensure that it is in line with Presbytery minimums.

Note: Mt Pleasant Church reserves the right to change and/or add duties to this position providing the changes and/or additions are consistent with the job classification.