Position: Pastor

* Believes in Jesus Christ as Lord and Savior, the inerrancy of scripture, and the only way to eternal life is with God the Father through Jesus Christ.
* Acknowledges and believes the Holy Spirit is alive and active in the church.
* Demonstrates continuous growth in faith through regular and active prayer, Bible study, and devotional time.
* Displays a shepherd’s heart for God’s people.
* Exhibits Christ-like characteristics.
* Is missions- and Kingdom-minded through support and outreach.
* Refrains from using the pulpit as a political platform.

Purpose: This position is designed to assist Session in overseeing the life and direction of the church. The Pastor articulates a clear understanding of the purpose, values and strategy of the church and demonstrates the ability to align staff and church leadership with the church mission. The Pastor provides pastoral leadership to the congregation and ensures that church practices and policies support ministry activities. This is a full-time, salaried position expecting to require at least 40 hours per week with a minimum of 30 hours per week in the office/building, including Sunday worship, Wednesday adult Bible study, etc.

Reports to: The pastor serves under the authority of the Session.

Responsibilities: 1) **Preaching and Teaching**

1. The pastor will be the primary preacher for the Sunday and Wednesday worship services.
2. In coordination with church leaders and staff, the pastor will provide leadership and support for the mission, ministry and basic beliefs of FPC and the Evangelical Covenant Order (ECO) of Presbyterians. This includes an active involvement in the planning and development of all education, discipleship, and training programs within the church.
3. The pastor will engage as an active member of Presbytery, attending Presbytery functions as required.
4. The pastor will actively participate in a Pastoral Covenant Group as outlined by ECO Polity.

2) **Strategic Leadership and Planning**

The Pastor will collaborate with Session and staff to identify strategic goals and vision and provide leadership in implementing identified action steps by:

1. Coordinating weekly staff meetings and other activities to clarify and accomplish goals and objectives.
2. Monitoring and encouraging the spiritual growth of the congregation through review and accountability.
3. Ensuring staffing, programs, and facilities are aligned to meet strategic goals.

3) **Staff Coordination and Development**

The Pastor will collaborate with Session to lead, coordinate, develop, mentor, and evaluate staff and volunteers by:

a. Role modeling servant leadership and promoting teamwork.

b. Promoting staff training and development and effective lines of communication between staff and Session.

1. Supporting staff and Session in the design and implementation of all church ministries.
2. Collaborating with the Personnel Committee with 360-degree evaluations of all staff with associated recommendations.

4) **Administration**

The Pastor will collaborate with Session, committees, and staff to ensure completion of ministry, business, and facility functions. This requires the Pastor to:

1. Oversee and address the pastoral care needs of the congregation including hospital visitation, home visits, counseling, marriages, and funerals.
2. Partner with the Administrative Assistant to ensure the effective functioning of office support activities.
3. Support the development of and adherence to church policies and procedures.

5) **Evaluation and Compensation**

a. The Pastor will file monthly reports to Session addressing ministry accomplishments and activities.

b. Personnel Committee will conduct an annual performance evaluation and review of the compensation package.

Qualifications: Complete an acceptable background check.

Skills/knowledge:

* Commitment to Reformed theology and affirmation of ECO’s Essential Tenets, Polity, and Confessional Standards.
* Positive and clear communicator, personally engaging, ability to delegate.

Experience/education:

* A Master of Divinity Degree is preferred.
* Ordained as a pastor by ECO or other ECO-approved Reformed Denomination.

Physical requirements

* Possesses all essential physical and mental abilities to complete responsibilities.

I have read and received a copy of my job description.

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Pastor Date

Session Approved: November 12, 2018