

POSITION DESCRIPTION: PASTOR/HEAD OF STAFF (Full-Time Exempt)

PURPOSE: To provide spiritual leadership, vision, and organizational direction to the congregation of Southminster Presbyterian Church, a program-size church, leading the ministry in keeping with six identified Paths to Growth in support of the stated mission of Southminster Presbyterian Church, which is as follows: Lighting the pathway to God; touching lives for Christ.

ACCOUNTABILITY: The Pastor/Head of Staff is a member of and is under the authority of the Presbytery of the Miami Valley and is elected to serve the church by vote of the congregation, to which he/she is accountable through the session.

WORK WEEK: This is a full-time position.

BENEFITS: The total compensation and benefits package shall include Effective Salary, study leave, and vacation as negotiated in the Terms of Call and subsequent Changes in Compensation. The Call shall be approved by the session, by the congregation, and by the Presbytery of the Miami Valley. The Changes in Compensation shall be approved by the session and by the congregation. Other benefits are according to the policies for pastoral exempt employees as set forth in the Personnel Policy Manual.

RESPONSIBILITIES:

The Pastor/Head of Staff is responsible for leadership of God's people as we walk the six Paths to Growth that God (in the Creation Story, the Great Commandment, the Great Commission, and other scriptures) has ordained for us to follow:

1. As **Preacher**, to preach and celebrate God in **worship**. To prepare and lead worship including regular Sunday worship and to administer the sacraments. To prepare and conduct weddings, funerals, and special/alternative worship services as needed or as implemented. To coach other ordained staff and lay leaders for preaching as appropriate.
2. As **Pastor**, to provide pastoral leadership, to encourage caring among members, and to be an effective communicator in **community** with members of Christ's family. To provide counseling and to visit members of the congregation as needed. To empower and support the work of the Pastor for Care.
3. As **Evangelist**, to lead the congregation in **invitation**, to carry primary responsibility for church membership. To share the Good News with members and friends of the church and to represent the church in the Greater Dayton community and in the Presbytery of the Miami Valley.
4. As **Servant**, to equip and support missionaries and others who touch lives for Christ. To empower and support the work of the Pastor for Youth and Family Ministries in **service** ministry.
5. As **Head of Staff/Moderator**, to lead and supervise the program staff, provide vision, and moderate the session, to fulfill the purpose of **stewardship**. To serve as staff resource; to provide administrative oversight; to strengthen church officers and ministry leaders and to help them fully implement the Paths to Growth model; and to participate in the work of the Presbytery, the Synod, and the General Assembly.

6. As **Teacher**, to teach and support educational programs, to guide people on the path of **learning**. To lead the people to a saving faith in Jesus Christ; to teach and equip members and leaders with the knowledge and tools for faithful leadership and discipleship; to work closely with the staff to develop a comprehensive plan for the spiritual growth and development of the congregation; and to work with the Pastor for Youth and Family Ministries for the development of a strong small-group ministry.

POSITION REQUIREMENTS:

- ▶ Six or more years of experience
- ▶ Excellent written communications skills
- ▶ Outstanding preaching skills
- ▶ Strong administrative leadership skills

RELATIONSHIPS: The Pastor/Head of Staff is a member of the professional staff and relates to other members of the staff as well as to the session, councils, and committees. He/she directly supervises the Director of Music, the Church Secretary, the Financial Secretary, the Property Manager, and ordained clergy as may be called and/or appointed.

EVALUATION: Performance evaluation and salary review will be conducted annually by the chairs of the Stewardship Council and of the Personnel Committee, with input from key lay leaders and from the Finance Committee.

APPROVED: April 13, 2009

SIGNED BY INCUMBENT:

_____ Date: _____