

**Stated Supply Pastor  
Position Description  
John Knox Presbyterian Church, Keiser, Oregon**

**Purpose**

To provide spiritual leadership, pastoral care, administrative oversight, and organizational direction to JKPC with a broad program of worship, teaching, outreach, and fellowship with an emphasis on transparency, communication, and discerning the future mission of JKPC. The position is currently .5 FTE (half time).

**Accountability**

To the John Knox Session and the Presbytery of the Cascades.

**Responsibilities**

1. Serve as Head of Staff, leading, directing, and supervising the Choir Director, Pianist, and Administrative Assistant (paid personnel), and any volunteer or temporary staff in these or other positions that serve the church, including any child care providers.
2. Preach, lead worship, and administer the sacraments.
3. Provide and encourage a teaching ministry that will encourage the spiritual growth of the congregation and its outreach to the community in evangelism and mission.
4. Share a ministry of compassion, comfort, and hope by hospital calling, crisis counseling, home visitation, and presiding at funerals and weddings.
5. Mentor others spiritually.
6. Provide training, active leadership and encouragement to the session, the congregation, and its organizations in articulating vision and developing programs reflective of our calling to be a renewed community in Christ and faithful followers of Christ.
7. Moderate session.
8. Provide leadership and resources in the area of professional development and management of staff (paid and volunteer) as needed.
9. Build and strengthen faithfulness as Christian stewards of time, talent, treasure, and God's creation
10. Participate regularly in the work and ministry of Presbytery of the Cascades, ecumenical groups, and the life of the community as the church's representative when requested to do so by session, recognizing that in a less-than-full-time position, this responsibility falls upon church members and leadership as well as the pastor.
11. Plan for and participate yearly in educational programs for personal and professional development in consultation with the Personnel Committee.

**Relationships**

This position relates to:

**staff** as Head of Staff, *supervising staff and resolving daily performance issues with employees. If issues with staff performance or relationships cannot be resolved, the Personnel Committee must be advised. Although the pastor supervises, the session is responsible for personnel actions, based on the recommendation of the Personnel Committee.*

**session** as Moderator.

**committees** as servant leader. *Pastor is an ex-officio member of all committees. Pastor's presence is not necessary at all committee meetings but in situations where the pastor does not attend committee meetings, there should be consultation between the pastor and the chairperson regarding agenda items and committee direction.*

**friends and members** as pastor, teacher, and spiritual guide and mentor, applying confidentiality in all situations.

**Presbytery of the Cascades** as a continuing member.

**the general public** as a representative of the Presbyterian Church (USA) and specifically as the pastor of a local church seeking to show Christ's love to all.

**Evaluation:**

Reviews will be conducted annually by the Personnel Committee. The adequacy of compensation will be reviewed annually at a different time.

**Application:** Please send PIF and Cover Letter to Clark Scalera at [clark@potc.life](mailto:clark@potc.life) or contact him at: (541) 606-5699