

First Presbyterian Church Bandon, Oregon

Draft Position Description

Position Title: Solo Pastor

Status: Full Time

Position Summary:

The pastor provides spiritual leadership, pastoral care, administrative oversight, organizational direction, a ministry support for Elders, Deacons and volunteers who are leading church programs and doing community ministry/service.

Summary of Essential Functions:

- * **Worship:** Provides spiritual messages, liturgy, administration of the sacraments, and direction to the ministry of music.
- * **Leadership:** Provides active leadership for the session, the congregation and articulate a clear vision reflective of our shared calling. The Pastor will moderate the session and support the Deacons.
- * **Pastoral Care:** Provides compassion, counsel, and support for all congregants as needed.
- * **Administration:** Provide direction with PCUSA polity and play some active role the Presbytery.
- * **Stewardship:** Strengthen and build member faithfulness as Christian stewards.
- * **Community Service:** Become known in the Bandon community. Assess needs and help the church facilitate the ministry of Christ to those in need.

Accountability: The pastor is accountable to God, the session, and the Presbytery

Qualifications:

- * Must enjoy initiating and sustaining relationships with members of the congregation and community.
- * Demonstrates leadership skills, including the ability to organize and coordinate people and programs.
- * Is able and committed to open communication.
- * Exhibits a warm and welcoming presence and able to relate personally with congregants.
- * Possesses computer and technical skills commensurate to the job.
- * Ability to write and deliver sermons relevant to our time and community.

Key Competencies:

- * Demonstrates the ability to get along with other people.
- * Exhibits a warm and welcoming presence.
- * Deals with conflict in a professional manner.
- * Remains flexible and adaptive.

Specific Responsibilities:

Worship:

- * Develop a strong worship experience that is traditional but creative.
- * Develop sermons and worship services that reflect Reformed and Presbyterian theology

and make scriptures relevant to contemporary life.

- * Provide for weddings, baptisms, funerals and memorial services for the congregation.

Leadership:

- * Directs and supervises the staff of the church.
- * Assure that instruction and spiritual development is provided for the Elders and Deacons.
- * Encourage planning, goal setting, and visioning with the session.
- * Oversees new member classes.
- * Inspires congregational commitment to the church stewardship (time, talent and treasure) throughout the year.
- * Establish and maintain a clear communication system with leadership, staff and congregation.
- * Encourages and supports all committees of the church.

Pastoral Care:

- * Shares in a ministry of compassion, comfort and hope through hospital calls, home and hospice visitation and crisis counseling.
- * Listens and supports congregation as needed.

Administration:

- * Serves as the day-to-day administrator for FPC.
- * Supervise the church's part time staff, coordinating with the Personnel Committee/session.
- * Takes appropriate administrative responsibility for developing and evaluating staff.
- * Maintains regular, effective staff communication, direction, and coordination.
- * Cultivate a team spirit and shared objectives among the staff and volunteers.
- * Moderates Session and provides active leadership and encouragement to Session.
- * Works with Session in developing congregational policy.
- * Moderates the annual congregational meeting or any called meeting of the congregation.
- * Overall administration of the church is in partnership with the Session, including financial management of the ministry.

Community:

- * Be a friendly, familiar representative of the church in the community and a bridge to connect people with the church.
- * Work collaboratively with other faith organizations and maintain ecumenical relationships.
- * Be visible in the community, including involvement in service clubs, and or other organizations as warranted.
- * Be willing to provide Weddings, Funerals and Memorial services to the community.