**Job Description**

**Job Title: Pastor**

**Reports To: Session**

**Summary:** The role of the Pastor is to assist the Elders in overseeing the life and direction of the church. The Pastor will have a firm grasp on the purpose, values and strategy of the church and the ability to align ordained and lay staff and key leadership teams with its mission. The Pastor will offer pastoral leadership to the congregation alongside clergy and lay ministers. The Pastor will ensure that the systems, practices, and policies of the church responsibly and effectively support its ministry activities.

**Primary Responsibilities:**

***Note: All Responsibilities as defined in section 2.60 through 2.64 in the Confession of Faith apply. This listing below is not intended to be exhaustive.***

**Preaching and Teaching**: The Pastor is to preach the Sunday Morning service and teach the weekly evening night Bible study, though he may delegate on occasion. The Pastor will also provide leadership and assistance in planning and executing education programs in discipleship and ministry training as necessary. The Pastor will develop and maintain an Elder training program and provide initial and ongoing Elder training. The Pastor is responsible for overseeing new-member training.

**Christian Education**: The Pastor will participate in and oversee the Christian Education of all ages. This includes Sunday School classes, youth, and adult education. He will delegate many responsibilities to volunteers in the church.

**Worship Service:** The Pastor is to work with the Choir director, Worship Committee and other Worship Team leaders in preparing appropriate worship services. These services should be well-prepared, honoring to the Lord, and in a form that is most suitable for our congregation. **The Pastor must be a member of the Worship Committee.**

**Communion:**  The Pastor is to regularly lead the Congregation’s Communion Service.

**Weddings & Funerals:** The pastor is to be available and willing to perform weddings and funerals as needed in accordance with Church policy (POLI-105).

**Church Administration:** Working with the Elders, the Pastor is the direct supervisor and responsible for all staff, both paid and volunteer; however, all new hires, dismissals, discipline, and pay increases must be approved by the Session.

The Pastor will lead and guide all other members of the pastoral staff. The Pastor will be responsible to ensure that all staff, pastoral and otherwise, fulfill the requirements of their job descriptions.

**Committees:** The pastor is required to be a member of the church Worship Committee, others are optional. The Pastor is strongly encouraged to participate in Presbytery leadership and committees and attend denominational functions as appropriate.

**Counseling**: The Pastor will provide short-term counseling as needed. He will be available and responsive to crisis situations. He will provide pastoral care through the most effective means possible.

**Office Hours:** The Pastor is to maintain office hours as determined by the Session.

**Visitation**: The Pastor is expected to conduct visits for shut-ins, hospital, new or prospective members, and other visits as appropriate.

**Outreach Activities:** The Pastor will oversee and/or delegate the planning of outreach activities. He is to oversee the assimilation of new members and work toward creating an inviting environment in the congregation.

**Safe Sanctuary**: The Pastor is expected to follow the Safe Sanctuary protocol in accordance with the Church Safe Sanctuary Policy.

**Flexibility:** The position requires great flexibility in time schedule. The pastor should be available as needed to serve the congregation, attend Church events, community events, etc.

**Qualifications:**

Master’s Degree in Divinity

Ordained Cumberland Presbyterian Minister

At least four to ten years of experience as a Pastor

Working knowledge of computers and software, including Microsoft Word, and audio/visual.