

POSITION DESCRIPTION

CO-PASTOR

PURPOSE

The Co-Pastor shall work with the Pastor/Head of Staff during a transitional period before becoming the Head of Staff upon the Pastor's retirement. That transition shall include the planning the 2025-2026 ministry year, learning the ebb and flow of ministry at Westminster, and providing a balanced ministry of worship, pastoral care, administrative leadership, and teaching for the encouragement of the congregation's growth in membership, spiritual vitality, and ministry.

ACCOUNTABILITY

The Co-Pastor shall work under the direct supervision of the Pastor and Head of Staff during a brief time of transition before becoming the Pastor and Head of Staff. In addition, the Co-Pastor is accountable to the Presbytery of Great Rivers of which he/she is a member, the Session of which he/she is a member, and the WPC congregation which voted to call him/her.

RESPONSIBILITIES

1. To discern and inspire a vision within the congregation of Westminster's unique mission and its place in the community and larger church
2. To prepare to oversee, direct, and coordinate all church staff within a climate of openness, trust, respect, and cooperation.
3. To serve as Moderator of the Session upon the Head of Staff's retirement and to moderate all meetings of the congregation and to develop an effective organizational system within the Session and congregation that encourages and affirms the gifts of members
4. To lead the worship team in the development of inspirational and meaningful worship and to coordinate preaching, weddings, funerals, and baptisms with the associate pastors.
5. To work with the pastoral staff, parish nurse and the Board of Deacons Congregational Care Committee in administering Westminster's pastoral care ministry. To participate directly in a full range of pastoral care activities with particular attention to the prayer ministry, hospital, shut-in, and home communion visitation.
6. To empower the congregation to grow in its spirit and practice of generosity through the stewardship of time, talent, and resources in their annual giving and through the development of the Westminster Endowment.
7. To provide leadership and direction for attracting and integrating newcomers into the membership of Westminster.
8. To work with the Mission and Community Service Committee in planning and implementing an effective outreach strategy which reflects the values of our faith in working toward social justice.
9. To engage in an active teaching role in the life of WPC.
10. To work with the Information Technology Committee on development, maintenance, and use of computer technology tools and infrastructure that further the mission and function of the church.
11. To provide leadership for Westminster's strategic and long-range planning.

12. To encourage leadership development for church officers and members in various areas and to promote the professional development of staff.
13. To review annually with the Personnel Committee all staff performance reviews and to make recommendations where appropriate.
14. To be a responsible member of the Presbytery of Great Rivers and other governing bodies of the Presbyterian Church (USA).
15. To strengthen Westminster's relationship with community and ecumenical organizations.
16. To engage in a discipline of personal spiritual development and professional growth.

FUNCTIONS

1. To transition into convening as Head of Staff for regularly scheduled staff meetings and to meet regularly with staff.
2. To transition into providing direct supervision of pastors and musicians: Associate Pastor for Parish Life, the Associate Pastor for Family Ministry, the Director of Music and the Arts and submit annual performance reviews of each position.
3. To transition into providing direct supervision of administrative and custodial staff: the Financial Administrator, the Building and Property Manager, the Church Administrative Assistant and the Communications Coordinator, and submit annual performance reviews of each position.
4. To transition into serving as the primary staff support person for the following committees: Session Coordinating, Personnel, Stewardship, Nominating, Property, Strategic Planning, Membership, Adult Education, Support and Endowment, Memorial Garden, and meet with other committees as needed.

EVALUATION AND COMPENSATION

The Co-Pastor, upon becoming Head of Staff, will meet at least once a year with the Personnel Committee to review progress toward the goals, objectives, and priorities of the congregation, and to evaluate the pastor's general effectiveness and relationship with the congregation.

The Personnel Committee will discuss annually with the Pastor and Head of Staff the adequacy of compensation in accord with the *Book of Order*, and in light of the compensation guidelines of the Presbytery of Great Rivers.

Salary recommendations will be handled in accordance with the budget development process and then submitted to the Congregation and the Presbytery of Great Rivers for their action.