

POSITION DESCRIPTION

PASTOR AND HEAD OF STAFF

PURPOSE

The Pastor and Head of Staff shall work with the Session to provide overall guidance and coordination for the ministries of Westminster Presbyterian Church. The pastor shares with the associate pastor(s) a balanced ministry of worship, pastoral care, administrative leadership and teaching, for the encouragement of the congregation's growth in membership, spiritual vitality, and mission.

ACCOUNTABILITY

The Pastor and Head of Staff is an active member of the Presbytery of Great Rivers and is accountable to the Presbytery and to the Congregation of Westminster Presbyterian Church, through the Session and its Personnel Committee.

RESPONSIBILITIES

1. To inspire a vision within the congregation of Westminster's unique mission and its place in the community and larger church
2. 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 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 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.
6. To enhance the pastoral ministry of the congregation through regular visitation, the prayer ministry, and by being available to members for pastoral care and consultation.
7. To provide leadership and direction for attracting and integrating newcomers into the membership of Westminster.
8. To participate as a colleague in the teaching ministry of Westminster.
9. To provide leadership for Westminster's strategic and long-range planning.
10. To encourage leadership development for church officers and members in various areas and to promote the professional development of staff.
11. To review annually with the Personnel Committee all staff performance reviews and to make recommendations where appropriate.
12. To be a responsible member of the Presbytery of Great Rivers and other governing bodies of the Presbyterian Church (USA).
13. To strengthen Westminster's relationship with community and ecumenical organizations.
14. To engage in a discipline of personal spiritual development and professional growth.

FUNCTIONS

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

EVALUATION AND COMPENSATION

The Pastor/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.