

SUGGESTED GUIDE JOB DESCRIPTION FOR PASTOR

GENERAL DESCRIPTION:

The pastor will be the senior member of the church staff, responsible to Flint River Presbytery and to the Session for the coordination of the on-going programs of _____ Church. In meeting this responsibility the Pastor will normally be expected to exercise pastoral, administrative, and representational leadership within the church organization and to serve the needs of the church as are identified in this job description.

The role and responsibilities of the Pastor may be further identified from time to time as indicated by the needs of the church and by the mutual agreement of the Pastor and the Session, so long as such agreement does not conflict with the provisions of the Book of Order or the provisions of the terms of call.

AREAS OF SPECIFIC RESPONSIBILITY:

I. PASTORAL

- A. To plan and lead the various worship services of the church.
- B. To preach the Word of God on the occasions as established by the Session, and to provide leadership in seeking qualified persons to fill the pulpit and conduct services when the Pastor is absent.
- C. To administer the Sacraments, working with the Worship Committee and other appropriate groups to insure that the elements are prepared for Communion.
- D. To perform marriages Sessional approved and arrange pre-marriage Counseling
- E. To visit the sick in homes and hospitals; to contact inactive members; to contact prospective members, inviting them into the community of the church.
- F. To officiate at services for the dead and to insure an appropriate witness to the resurrection worship service.
- G. To counsel where appropriate.
- H. To teach as appropriate.
- I. To study in order to prepare for improvement in preaching, counseling, teaching, and administration.
- J. To lead in social outreach to the community.

II. ADMINISTRATION

- A. The Session
 - 1. To serve as Moderator of the Session.
 - 2. To develop and strengthen the organization of the Session.
- B. The Staff
 - 1. To serve as senior member of the Staff and as head of staff, supervising and coordinating all work of other members of the staff.
 - 2. To recommend staff additions and staff terminations to the Session at such

times as these actions may seem necessary, appropriate, or desirable.

3. To develop written job description for staff members.
4. To recommend appropriate modification to, and changes in, staff job descriptions to the Session.
5. To make temporary changes in staff duties and responsibilities as necessary to insure proper functioning of the church, reporting such actions to the Session for their advice and counsel.

III. REPRESENTATION TO THE PRESBYTERY & THE LARGER CHURCH

A. Presbytery

1. To attend all meetings of the Presbytery unless providentially hindered (and, to seek an excused absence from the Stated Clerk of Presbytery), and to provide leadership to the Presbytery in all areas of its work.
2. To encourage that _____ Church is represented by its designated quota of Elder Commissioners to meetings of Flint River Presbytery.
3. To serve in such capacities as the Presbytery may request or direct.
4. To insure that the Session receives appropriate reports on the activities of Presbytery at each stated meeting (of Presbytery) or more often as deemed necessary.

B. The Larger Church

1. To heighten the awareness of the congregation to the uniqueness of the Presbyterian Church (USA) and to the privileges, responsibilities, and opportunities it provides through its connexional nature to be part of a World-Wide mission.
2. To work with the Session in communicating information concerning special offerings as requested by the higher courts of the Church.
3. To encourage the support of the Presbytery and Larger Church through giving to benevolences.

IV. RELATIONSHIP OF THIS JOB DESCRIPTION AND THE CALL

A. Pastor's Work Year

1. The pastor's work year will begin on January 1 and end on December 31. Terms of call with respect to salary, use of manse/housing allowance, automobile allowance, expense allowance, book allowance, medical insurance, dental insurance premium allowance, study leave allowance, vacation, and study leave shall apply to the Pastor's work year. Unused study leave and vacation time may be carried from one year to the next for two years.

B. Review of Pastor

1. The work of the Pastor will be reviewed by the Session at least annually. This review of the Pastor should coincide with the annual review of the terms of call.

C. Review of the Job Description

1. This job description shall be reviewed at least annually by the Pastor and

the Session. The job description can be amended or replaced or deleted entirely by a majority vote of the Session.

D. Pastor Serves Under Terms of Call

1. The Pastor will serve under terms of the call as extended by the congregation and approved by the Presbytery. Nothing in the Job Description will be deemed to have changed any provision of the call as extended and approved. Any provision of this Job Description that is contrary to the provisions of the terms of the call is null and void.