

Position Description Title: *Pastor* (Clergy)

Purpose: To provide a balanced ministry of preaching, teaching, pastoral care, and organizational leadership to the United Presbyterian Church of East Guilford, with the intent to enable the church to grow to its full potential in spiritual vitality and membership. Participate in ecumenical activities within the community.

Accountability: Accountable to the Session and to the Presbytery.

Responsibilities:

Preaching: Plan, prepare and conduct Sunday morning worship. Work with congregation and Session to arrange for special worship opportunities (Christmas, Ash Wednesday, Maundy Thursday, Earth Day, etc.). Administer the Sacraments of the Church as authorized by the Session, and officiate at special services such as weddings and funerals.

Teaching: Assist the church with on-going discernment of missions and outreach. Help develop elders and congregation members so that they can realize their potential as disciples of Christ. Lead Bible study. Provide other Christian Education as requested by the Session and congregation. Act as a resource for committees, teachers, and other groups of the church.

Pastoral Care: As needed, provide visitation and pastoral care, including in-home communion, to the membership and others associated with our church.

Organizational Leadership: With Clerk of Session, develop Session meeting agenda and moderate the Session meetings. Work with the organist and secretary as they perform their job functions. Assist the Personnel Committee with the annual evaluation of other staff members. Perform responsibilities in a timely fashion.

Ecumenical Activities: Participate in the Presbytery, the Sidney Ministerium and other community activities that help to improve the visibility of the East Guilford church and help to spread the Word of God to others within our community.

Relationships: Relates to the Session and various committees as the moderator of Session; relates to the staff as head of staff; relates to Personnel Committee to evaluate successes and concerns of ministry; relates to congregation as pastor; relates to the presbytery as a member.

Evaluation: Performance reviews will be conducted annually by the Session Personnel Committee and the pastor as head of staff. The Session Personnel Committee will annually review the adequacy of compensation.

Compensation: Based on terms of call agreement. Unless otherwise specified in terms of call, 40-hour work week for full time, 20-hour work week for half-time position.

July, 2017