



POSITION DESCRIPTION

POSITION TITLE:	PASTOR, HEAD OF STAFF
REPORTS TO:	Session, Mission Presbytery
CLASSIFICATION:	Exempt - Ministerial

POSITION SUMMARY:

The Pastor is to provide leadership, vision and support for the congregation, staff, church program and mission of St. Mark Presbyterian Church. The Pastor is to provide a balanced ministry of preaching, pastoral care, teaching, and spiritual leadership. In addition, the Pastor is to provide administrative oversight and organizational direction to the congregation, including appropriate programs of worship, music, education, and fellowship.

RESPONSIBILITIES:

Preaching, Teaching and Administering the Sacraments

- Serves as the primary preacher for Sunday worship at both contemporary and traditional services and other special occasions.
- Designs and leads worship services, with the Worship Committee and Music Director
- Conducts weddings and funerals.
- Joyfully and passionately preaches the Word of God with integrity and conviction.
- Provides cohesive worship services through Word and music that illuminate, encourage and inspire the congregation.
- Administers the sacraments as provided in the Word of God and in accord with the Book of Order.
- Periodically teaches education classes on a variety of subjects.

Pastoral Leadership

- Works with the elders to inspire, equip and enable members to effectively fulfill callings of discipleship, with an emphasis on evangelism and mission.
- Ensures development of the spiritual life and gifts of the congregation.
- Promotes church growth and evangelism.
- Works with the deacons to assure effective ministries of prayer, sympathy, witness and service.
- Shows compassion and, in times of crisis, provides care to the sick, grieving, elderly and troubled.
- Provides pastoral care to members in homes or hospitals and includes comforting and counseling those individuals in grief or distress.
- Challenges members to demonstrate responsible stewardship and motivates them to give generously of their time and resources.
- Devotes solitary time to prayer and study to promote continual personal spiritual growth

and uses continuing education opportunities to strengthen their ministry.

Communication and Interpersonal Skills

- Facilitates healthy communication and promotes unity, while supporting the diversity of thought and expression of the congregation.
- Expresses ideas, beliefs and feeling with clarity and listens intently and patiently.
- Effectively communicates St. Mark's vision and mission, both internally and externally
- Interacts warmly and openly and establishes rapport with people of all ages and backgrounds.
- Manages disagreements and mediates conflict with skill and caring.
- Seeks to build a community of faith comprised of small groups where members care one for another.

Administrative Leadership

- Provides leadership and support for programs for all ages.
- Guides the development and coordinates the program life of St. Mark and oversees the implementation of the policies of the session.
- Actively leads, guides, and manages the church staff through regular staff meetings and planning sessions.
- Resolves administrative and management issues and conflicts that may arise in carrying out the church's mission.
- Supervises and evaluates staff performance, including the Director of the Early Learning Center, and develops an effective and collegial staff team.
- Conducts staff, session and deacon training

Other

- Honors responsibility of membership in, and participates in, the work of Mission Presbytery and Presbyterian Church (USA)
- Cooperates with other local churches in appropriate ecumenical efforts and community activities.
- Maintains a healthy self-esteem through appropriate acts of self-care and spiritual growth.
- Attends to personal relationships and the requirements of family life.

TIME REQUIREMENT: This is a full time position.

WORK ENVIRONMENT: This position operates in a professional church office environment and routinely uses standard office equipment such as computers, phones and multi-function copier/printers. This position will often travel locally to meet people in homes, nursing homes or hospitals.

QUALIFICATIONS:

- Must be ordained as a Minister of the Word & Sacrament in the Presbyterian Church (USA), have appropriate experience in pastoral ministry and church leadership, and be a member of Mission Presbytery.
- Must have a sense of call to St. Mark Presbyterian Church
- Engaging personality with enthusiasm to connect with the congregation
- Have and maintain a valid Texas driver's license.
- Be able to speak, hear, understand, read, and write English.
- Have excellent verbal and written communication skills.

COMPETENCIES:

- **Teamwork** - Works collaboratively with others with a positive spirit; supports other individual's and ministry team's efforts to succeed; open to others' views; gives and welcomes feedback; helps build morale and commitments to goals; active in life of St. Mark
- **Interpersonal Skills** - Treats others with respect; inspires trust; demonstrates hospitality and tactfulness with members and visitors; manages difficult situations to avoid or resolve conflicts; exhibits compassion, empathy, sensitivity, enthusiasm, and optimism
- **Dependability** - Keeps commitments; completes tasks on time or notifies appropriate person; ensures work responsibilities are covered when absent; is consistently at work and at meetings on time; works ethically, honestly and with integrity
- **Adaptability** - Accepts and adapts to changes in the work environment; responds to direction from leadership; manages competing demands; able to deal with change, delays, or unexpected events; reacts well under pressure; communicates when problems arise
- **Professionalism** - Good quality and quantity of work products; asks for and offers help when needed; displays initiative, creativity and self-motivation; demonstrates discretion and confidentiality; knowledgeable but strives to improve; speaks, writes and listens well; conducts personal life to reflect a positive image
- **Leadership** - Develops a vision and inspires, motivates and supports others toward that vision; leads, guides and develops staff and volunteers; effectively manages staff; exhibits confidence in self and others; able to resolve conflicts and disagreements

PHYSICAL REQUIREMENTS:

- Be able to perform all physical movements necessary to fulfill the job description.

EVALUATION:

The Pastor will receive an initial evaluation after a 90-day period to determine if adjustments are needed. The Personnel Committee Chair, in consultation with others, will conduct an annual review as directed by the Personnel Committee. Adequacy of performance will be judged by quality of work done, efficiency of a self-directed schedule for accomplishing tasks, meeting requirements of this Position Description and ability to respond graciously to requests from church members, ministries and others.

The information provided in this position description has been designed to indicate the general nature and level of work performed by incumbents holding this position. It is not to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of staff assigned to this position. Session has sole discretion to add or modify duties of the position and to designate other functions as essential at any time. This position description is not an employment agreement or contract.

PERSONNEL COMMITTEE CHAIR

DATE

I have received and reviewed a copy of this Position Description and agree to abide by its requirements.

SIGNATURE OF PASTOR

DATE