

# First Presbyterian Church of Clayton

## JOB DESCRIPTION Pastor (Stated Supply)

Status: EXEMPT

¾ time = Sunday, plus 3 days a week

**Overall Goal:** To nurture the Christian faith of the congregation and help the congregation to find ways to express that faith in the wider community.

### Essential Responsibilities:

#### 1. Leadership

- Lead worship and preach at regular Sunday Services
- Moderate Session and congregational meetings
- Oversee the preparation of weekly and special worship bulletins
- Consult with the Music Director about choices and use of music
- Prepare relevant and biblically-based sermons to help facilitate the goal
- Provide leadership for the spiritual growth of the congregation

#### 2. Member care and Availability

- Visit hospitalized and home-bound members
- Be available for pastoral counseling on an as-needed basis
- Conduct periodic group gatherings of members and new members
- Take communion to home-bound and hospitalized members with the assistance of an elder
- Be available or reachable during established office hours, as well as by appointment during non-office hours

#### 3. Congregational Fellowship and Oversight

- Train and work cooperatively with the deacons
- Conduct new members Inquirer's Classes as needed
- Support and participate in regular fellowship events

#### 4. Teaching

- Work cooperatively with the Director of Christian Education to develop Sunday School and Vacation Bible School programs
- Conduct ongoing Bible studies

#### 5. Administration

- Supervise all staff members
- Work with and assist all committees as they pursue their goals and objectives

#### 6. Community

- Participate and, if necessary, sponsor the meetings of the local Ministerium
- Participate in community church-related events

#### 7. Personal and Professional

- Work each week towards achieving the personal goals of the pastor that will assist the church in meeting its overall goal
- Participate in the committee life of the West Jersey Presbytery

Pastor Signature \_\_\_\_\_ Date \_\_\_\_\_

Approved by Session May 10, 2016