

The Presbyterian Church of Willingboro

Position: Pastor

Purpose: To provide a balanced ministry of preaching, teaching, Pastoral care, community ministry, and organizational leadership to a diverse congregation of 113 members. In cooperation with the Session, continue implementing the Mission Study of March 2017 in order to enable the church to grow to its full potential in membership and in spiritual vitality.

Accountability: Accountable to the presbytery and to the Session through the Personnel Committee.

Responsibilities:

Worship: (see **Worship** Mission Study 2017)

[4 Hours Sunday + 1 Hour outside of Sunday + 8 hours Preparation time]

The Pastor will provide leadership for the worship life of the church through Sunday and special services so that worship will be a source of spiritual growth, a blessing and spiritually uplifting for each congregant.

- Plan Worship
- Prepare Sermon
- Lead Worship
- Preach sermons that are interactive, engaging, and relate Biblical principles to contemporary issues.
- Confer with Director of Music
- Meet with Worship Committee
- Plan and lead special services ie. Ash Wednesday, Maundy Thursday
- Develop the music and worship life to include technology and a wide variety of musical styles.

Pastoral Care: (see Vision statement for **Belonging** Mission Study 2017)

[5 hours]

The Pastor will provide pastoral care that supports and encourages the congregation in their moments of pain, losses, anxiety, joys, and triumphs.

- Meet with Deacons
- Visit those in hospital and long term care
- Visit those in homes
- Counsel with people in times of need
- Prepare couples for marriage
- Console newly bereaved.
- Officiate weddings and funerals

Community Ministry/Evangelism: (See **Belonging** and **Community Outreach Mission Study 2017**).

[4 hours]

The Pastor will lead the congregation in development of and participation in local mission and effective evangelism, functioning as a member of the community and lifting up the needs of those who live there.

- Network to form ecumenical relationships
- Network with community resources to form partnerships
- Participate in existing community ministry e.g. Feeding the Homeless
- Encourage members to increase participation in community ministries and encourage follow-up with visitors
- Equip the congregation for effective evangelism
- Support the Session in maintaining and increasing the digital presence of the church
- Support leaders in developing and implementing community events e.g. Speaker series, health fair, yard sale. Attend events interacting with participants.

Education: (see **Belonging** Mission Study 2017) The Pastor will provide a teaching ministry that brings the congregation together to grow spiritually, biblically, and in the knowledge of the Reformed tradition.

[4 hours]

- Teach adult bible study
- Teach confirmation
- Support leadership for Sunday School advising on curricula, resourcing teachers, training as needed
- Support Christian Education leaders in providing activities for Sr. High youth and strategies for reaching out to youth in the community
- Support VBS planning and participate in VBS
- Equip leaders providing training in the role of elder, deacon, polity and theology

Administration:

The Pastor will provide organizational leadership, serving as Head of Staff, coordinating the work of the Session, its committees, and the Board of Deacons, with a focus on strategic planning.

[4 hours]

- Prepare for Session
- Moderate Session
- Moderate Congregational Meetings
- Supervise Staff
- Keep office hours, providing building access as needed
- Lead Session in implementing next goals, evaluate action steps, formulate next steps for the Mission Study 2017

Stewardship / Finance:

The Pastor will encourage the congregation through teaching and preaching to respond generously to God's grace. The Pastor will consult with the finance committee on sound management of the congregation's material resources.

[3 hours]

- Meet with Finance Committee recommending best practices for sound fiscal management
- Meet with Stewardship Committee drawing attention to strategies for interpreting Stewardship to the congregation
- Actively lift up opportunities for the congregation to financially support mission and ministry both locally and beyond. (e.g. PDA, denominational offerings)

Presbytery:

The Pastor will represent and connect the congregation to the Presbytery and other councils of the PCUSA (e.g. Synod, G.A.)

[1 hour]

- Attend Presbytery meetings
- Serve Presbytery in other capacities (committees, delegate etc.)
- Report on resources and opportunities for mission and ministry available through the wider Church

Fellowship: (see **Belonging Mission Study 2017)**

[2 hours]

The Pastor will be a present and active participant in the life of the church, seeking to strengthen the bonds of Christian fellowship, unity, and empathy within our membership

- Attend fellowship events ie. Church lunches and picnics, movie night, group dinners, young adult fellowship
- Promote and encourage fellowship amongst the congregation

Relationships: Relates to the Session and various committees as the moderator of Session; relates to the staff as head of staff; 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.

Willingboro 2021 ¾ time Pastor

Effective Salary	\$40,534
Pension	\$15,864
Professional Expenses	\$2,250
Continuing Ed	\$750 & 2 weeks
Vacation	4-5 Sundays