

Reports to: Session, Accountable to the Presbytery of East Iowa

Directly Supervises: All paid staff members

Status: Full Time

FLSA: Exempt

Ministry Discernment Profile at <https://clc.pcusa.org/mdp/12724/view/>

Job Summary:

The Pastor/Head of Staff is responsible for ministering to the congregation through preaching, teaching, visionary and organizational leadership, and pastoral care.

Essential Functions:

- Proclaim the Good News of Jesus Christ through biblically based preaching, teaching, worship leadership, and administration of the sacraments.
- Supervise and lead the church staff - including Communications, Music, Youth, Children/Family, Finance, Pastoral Care, Buildings/Grounds - through strategic visioning and goal-setting processes; foster their development and guide their work toward fulfilling the church's and their specific mission and vision.
- Moderate the Session of St. Andrew, working with its members to create and communicate a vision for the church and to oversee its ministries. Provide training and foster the development of ruling elders as the spiritual leaders of the congregation.
- Work with staff and teams to set shared, measurable goals and create accountability measures that are manageable and transparent.
- Coordinate the training and ongoing development of church officers.
- Coordinate new member and confirmation classes, which provide instruction in Presbyterian and Reformed theology and polity, church history, and biblical interpretation.
- Perform weddings, funerals, and other services of healing or celebration.
- Participate as part of a team to provide pastoral care for those in need. Provide training and foster the development of deacons as the care-giving leaders of the congregation.
- Coordinate staff support to the Mission Outreach Service, Personnel, Worship, Finance, Nominating, and Stewardship Teams, as well as other teams.
- Participate in the oversight of the church finances.

Other Responsibilities:

- Actively participate in the Presbytery of East Iowa, serving there or in other higher governing bodies as called and in consultation with the Personnel Team.
- Fulfill other duties as specified by the Book of Order or requested by the congregation through the Session.
- Fulfill other responsibilities as necessary.

Minimum Qualifications:

- Master of Divinity or equivalent degree and five or more years of parish ministry experience.
- Ordination in the Presbyterian Church (USA) or in a denomination in full communion with the PCUSA (The United Church of Christ, The Evangelical Lutheran Church in America and the Reformed Church in America).
- Is currently a member in good standing of a presbytery or equivalent governing body.

Core Competencies

Spiritual Maturity: Demonstrates strong personal depth and grounding in Jesus Christ; lives with integrity by walking the talk and by responding with constancy of purpose; is seen by others as trustworthy and authentic; seeks the wisdom and guidance of appropriate mentors; is able to articulate a clear and consistent Reformed theology.

Preaching: Is a consistently effective preacher; able to inspire from the pulpit; communicates the gospel with clarity and relevancy; challenges listeners to grow in Christian discipleship.

Leadership Development: Encourages others to discover and engage their giftedness and skills in service to God's kingdom; calls out the best in others; supports others in the development of their spiritual gifts and God-given talents; thinks strategically about the leadership needs of the congregation and works diligently to develop those leaders.

Vision and Purpose Management: Establishes a clear, achievable, and compelling vision and core purpose in conjunction with the church's leadership; articulates possibilities; is optimistic; creates opportunities for the congregation to grow into its vision.

Worship Leadership: Designs and facilitates relevant, creative and inspiring worship that is biblically based, Christ-centered, and invites participants into an experience with the Triune God through word and sacrament.

Self-Differentiation: Demonstrates strong and appropriate personal boundaries in relationships; has a healthy appreciation of self, without being egotistical; is emotionally mature; can maintain a non-anxious presence in the midst of conflict; not overly dependent upon outside affirmation; works to build a strong personal support system.

Interpersonal Skills: Establishes good working relationships with others; works well with people at all levels of the congregation; builds appropriate rapport; considers the impact of his/her actions on others; uses diplomacy and tact; is approachable; avoids communication triangles.

Technology Facility: has facility with current technology and can communicate clearly, effectively, succinctly and promptly in electronic, written and verbal forms.