

Second Presbyterian Church

Lead Pastor

Date Job Description Approved by Session: 4-24-23

Overview: The purpose of all staff positions is to support our Strategic Guides' vision, mission, strategic goals and values/principles. URL Strategic Guides: https://www.growwithsecond.org/_files/ugd/f84825_c333757ad6f64a4cb75032058243b74e.pdf

General Position Description: The Lead Pastor (“Employee”) will carry out a ministry of teaching, leadership, and administration in support of the Session.

Minimum Qualifications: (examples follow):

1. Ordained and installed by the Presbytery
2. Strong worship leadership skills
3. 10+ years of experience in multi-staff congregations
4. Vibrant personal faith
5. Highly recommended by previous congregation

Responsibilities:

1. Prepare/lead Worship and Preaching
2. Serve as Head of Staff
3. Act as Moderator of Session
4. Oversee all Ministries and General Admin
5. Provide care to the congregation in conjunction with the Care Team

Specific Duties and Tasks -include the following (but are not limited to) and include relative percentage:

Worship Leader and Preacher – 35%

1. Preach approx. 35-40 Sundays per year plus Christmas Eve
2. Be a Sunday morning presence
3. Conduct/oversee Christmas Eve and other special services
4. Oversee mid-week planning (announcements, prayers, liturgies, worship assignments and planning themes)
5. Create a preaching calendar, incl. guest preachers
6. Prepare volunteers for leadership
7. Support Tech Advisory Team (Facilities Committee)

Head of Staff (supervisory responsibility) – 15%

1. CYF Director
2. Director of Music Coordinator of Adult Ministries
3. Office Manager
4. Treasurer
5. Facilities Superintendent

Moderator of Session – 5%

1. Moderates Session in consultation with committee chairs, including, Session planning regular meetings, workshops and retreats
2. Moderates and plans agendas for Congregational Meetings
3. Ensures Presbytery Compliance (including Clerk of Session records/provides minutes)
4. Ensures Annual Report is completed and provided to the congregation
5. Ensures Session Committee assignments
6. Supports Nominating Committee's work

Ministries and General Administration (work with these committees) – 45%

1. Adult Ministry Committee
2. Personnel Committee
3. Facilities Committee
4. Funding Committee
5. Nominating Committee
6. Work with Presbytery as point of contact:
7. Provide parishioner services

Conditions and Terms of Employment

Requirements of all Staff

- Comply with and enforce the Child Protection Policy & Procedures
- Accept work conditions and arrangements as provided for in the Personnel Policies and Procedures (referred to as “Employee Handbook”)
- Participate in staff functions as requested by the Head of Staff (e.g. retreats, meetings, trainings, etc.)
- Employee will observe confidentiality in the use of personal information

Hours: This is a salaried position. Employee able and willing to work, on occasion, up to 50-75 hours per week, evenings, and 10 to 20 Saturdays per year (for weddings, funerals, retreats, Presbytery, etc.), as needed

Supervisor: Employee will be supervised by the Personnel Committee

Work Environment: To accommodate a wide range of ministry needs and employee needs, employees work both remotely and in-site. Certain ministry functions can only be performed best on-site, eg., face to face, including but not limited to, relationship building, lawn maintenance, conflict resolution, worship leadership, practicing on organ, and certain forms of planning. Employee must be physically on-site as needed to perform certain duties and fulfill responsibilities when physical presence is optimal, and as requested by the Supervisor. When physical presence on-site is not required for optimal performance or when not requested by Supervisor, off-site (remote) working may be possible as approved by Supervisor. Employee is responsible for documenting the effectiveness of off-site work, recording hours, and providing adequate internet connection, computer hardware, mobile phone, etc, to make remote work possible. Second Church provides on-site workspace and equipment as needed for all employees. Permission to work remotely is a privilege based on trust, the needs of the congregation, and other factors; that permission can be modified or revoked at any time for any reason.

Performance and Compensation Evaluation: Regularly at the discretion of the Personnel Committee.

Other Financial Compensation: as negotiated.

Pension/Retirement Savings: There are no retirement or pension benefits. (However, 403B benefits are offered to staff working 20 hours or more. Employees may contribute to a PC(USA) administered 403b retirement account.)

Health or Other Benefits: Please refer to the Employee Handbook

Overtime/Comp Time: This position is salaried.

Vacation: Please refer to the Employee Handbook

Sick/Personal Days: Please refer to the Employee Handbook

Holidays: Please refer to the Employee Handbook

Continuing Education Leave and Funds: Please refer to the Employee Handbook

Professional Expenses: Please refer to the Employee Handbook

Termination: Employee may be terminated for any reason with written notice to his/her last known address. If the employee resigns, the employee should provide a two week notice.

Supervision/Reporting: Personnel Committee

Revisions to this Job Description: This job description as outlined above does not state or imply that these are the only responsibilities. Under the direction of the Session, Head of Staff, or Personnel Committee, these responsibilities are subject to change.