

Pastor/Head of Staff

Position Description

Wasatch Presbyterian Church

Updated Sep 19, 2023

Position Title: Pastor/Head of Staff
Classification: Ordained; Full-Time
FLSA: Exempt
Reports to: Session through Personnel Committee; Called by Congregation
Supervises: Associate Pastor, Director of Music Ministries/Organist, Director of Children's Ministries, Director of Youth Ministries, Church Administrator, Facilities Manager

Committees: Administration, Budget/Finance, Investment, Legacy Gifts, Nominating, Personnel, Special Gifts, Stewardship, Worship/Music

Overview: With Session, the Pastor/Head of Staff shall serve as the spiritual and theological visionary for Wasatch Presbyterian Church (WPC), by serving as the primary preacher, teacher, and worship leader. The Pastor/Head of Staff shall also serve as the senior staff member, the primary representative of WPC to the Utah Presbytery of the Presbyterian Church (USA), and the community at large.

Essential Functions:

A. Leadership

1. With cooperation of Session, coordinate and execute on a common vision, mission and strategy for the church, leading to healthy growth in membership and attendance as a result of superior ministry and community engagement
2. With the Spirit's leadership, help to foster a loving, inclusive and diverse Christian community
3. Support and encourage a shared leadership ministry that increases and enhances lay involvement
4. Empower and inspire the congregation to get out into the community and beyond to be the body of Christ
5. Moderate Session as it defines the long term strategy to shepherd the spiritual, programmatic, and administrative life of the church
6. Encourage leadership within Session members through officer orientation, training, and ongoing support throughout the year
7. Provide orientation and resources for Congregational Nominating Committee
8. Emphasize congregational communication by gathering and sharing information from the diversity of the church's leadership and membership
9. Serve as Head of Staff to supervise, manage, and guide the development and deployment of the church's pastoral, administrative, and program staff
10. Conduct weekly staff meetings to coordinate the work of the staff, to encourage the sharing of ideas and integration of skills, to develop a team approach to ministry

11. Resource the church's administrative work, provide support for the administrative functions, and ensure that all legal obligations with regard to employment matters are fulfilled

B. Worship/Preaching/Teaching

1. Serve as primary preacher, and coordinate overall worship and preaching schedule with the Associate Pastor and Director of Music Ministries
2. Compassionately challenge and encourage the congregation in their journeys as disciples of Jesus Christ, promoting spiritual growth and involvement in the life of the church
3. Act as "theologian-in-residence" to ensure the message and ministry of the church is consistent with our Reformed Heritage and Presbyterian Polity
4. With Associate Pastor and program staff, provide educational content and oversee opportunities for spiritual formation
5. Lead congregation's spiritual and Biblical development
6. Coordinate officiating at baptisms, weddings, and funerals
7. Celebrate our church's sacraments

C. Congregational Care

1. With Associate Pastor, Deacons, and congregational care teams, to support the congregation by providing visitation and support in response to crisis, illness, emotional difficulty, hospitalization, and other needs
2. With Associate Pastor, provide spiritual care and guidance for persons seeking to deepen their faith
3. Strengthen the congregation by contacting inactive members, as well as contacting prospective members, inviting them into active participation in the church community

D. Stewardship and Finance

1. Promote and practice excellent stewardship of resources as a guiding principle in Christian life
2. Through preaching, conversation, and example, assist the congregation in understanding the gift of giving
3. Lead and promote the annual stewardship campaign through the Stewardship Team
4. Participate in church wide capital fund campaigns as necessary
5. Encourage and promote gifts to support the church's ministry

E. Councils and Ecumenical Work

1. Moderate Session, and participate as an active participant
2. Fulfill responsibilities to Presbytery/Synod/General Assembly
3. Participate as appropriate at bi-annual meetings of the General Assembly
4. Maintain a commitment to ecumenical and interfaith activities by engaging with the larger Salt Lake City community

F. Other Responsibilities

1. Attend and support church functions
2. Be a proactive, positive leader within the congregation and community
3. Provide a community face for the congregation, and interact ecumenically with other clergy, church, and community groups
4. Lead by example—practice active discipleship