

## Head of Staff/Senior Pastor

### Job Description

<b>CLASSIFICATION</b> Full-Time	<b>FLSA STATUS</b> Exempt	<b>DEPARTMENT</b> Pastoral Leadership
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❖ **POSITION OVERVIEW**

The Head of Staff Pastor serves as the primary teacher, administrator, and together with the session serves as strategist and visionary for the staff and congregation. He or she also provides pastoral care, preaching, and leadership operating within the church polity to promote West Side’s vision for a quality of life and relationships that commends the gospel to all persons and that communicates joy and justice.

❖ **ESSENTIAL FUNCTIONS**

- ❖ **TEACHER-IN-CHIEF:** The senior pastor’s primary responsibility is to be a shepherd who preaches and teaches God’s Word in truth and love in order to grow members’ relationship with Jesus Christ, equip them for faith formation, spiritual growth, and to serve in ministry. Sermons should be biblically-based, deeply spiritual, and convicting. This includes preaching at worship services, teaching classes, and providing individual spiritual mentorship. This person will also be primarily responsible – working closely with our music director and other relevant staff – for shaping and leading worship service as a whole.
  
- ❖ **ADMINISTRATOR-IN-CHIEF:** Administratively, this person must be an adept leader and people manager who provides strategic guidance while effectively delegating responsibilities where appropriate. He or she will serve as moderator of Session and will be an advisor to various committees as necessary. This person will also oversee the church’s facilities and resources in close partnership with Session. Other expected responsibilities include visitation to the sick, presiding over

weddings and funerals, participating in the work of PCUSA when called to do so, and representing WSPC in the community.

- ❖ **STRATEGIST/VISIONARY-IN-CHIEF:** In conjunction with Session, this person will play a prominent role in determining WSPC's vision and the appropriate programming to fit that vision. This includes both discipleship and outreach. Most notably, he or she must be prepared to pursue young families and young adults. At the same time, this person must also be open-minded and capable of responding to circumstances. He or she will also seek to empower staff and other members to expand ministries.

#### ❖ **GENERAL LEADERSHIP & MANAGEMENT SKILLS**

1. Study, teach, and preach the Word, celebrate Baptism and the Lord's Supper.
2. Pray with and for the congregation.
3. Together with the ruling elders, encourage the people in the worship and service of God; equipping them for their tasks within the church and their mission in the world.
4. Exercise pastoral care, devoting special attention to the poor, the sick, the troubled, and the dying. Provide pastoral counseling and referrals.
5. Lead the staff and shepherd its culture by coaching, development, goal setting, and corrective action. Works with the Personnel Committee to recruit/hire, compensate, and offer annual staff performance reviews.
6. Oversee the planning of worship services including memorial services, weddings, church holidays, and occasionally takes communion to home-bound members.
7. Evaluate programs and staff in order to help build and strengthen ministry offerings.
8. Engage skillfully in healthy conflict as needed to maintain genuine unity.
9. Develops a sustainable growth model for giving and pledging.
10. Work with others to reach new people and incorporate them into the life of discipleship. Facilitates instruction in faith and doctrine including Youth Confirmation and New Member programs.

## ❖ **ADDITIONAL RESPONSIBILITIES**

Be a colleague in ministry among your peers in the Seattle Presbytery.

## ❖ **INTERACTION AND ENVIRONMENT**

*Accountable to:* the Seattle Presbytery

*Reports to and is evaluated annually by:* Session

*Supervises and evaluates annually the performance of:* Minister to High School, Young Adults, and Local Outreach, Director of Family Ministries, Church Administrator, Director of Worship Music, Parish Associate, Pastor's Coordinator and Project Coordinators, and any future direct reports.

## ❖ **PHYSICAL ACTIVITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS**

Energy and enthusiasm for a varied work schedule including periodic late nights, early mornings, and most Sundays. Maintain a rhythm of rest and renewal.

## ❖ **WHAT WE BELIEVE**

Please read the [Essential Tenets of Faith PDF](#) as a description of West Side Presbyterian Church theological position within the PC (USA). By applying for this position candidates will agree to affirm this theological position.

## ❖ **EDUCATION, EXPERIENCE AND PERSONAL QUALITIES**

- ❖ A mature, winsome relationship with Jesus Christ
- ❖ Theological alignment with our "Essential Tenets" of faith
- ❖ M.Div., D. Min., PhD or other graduate work commensurate with ordination standards of the PC USA
- ❖ Excellent communication skills – interpersonal and preaching/teaching
- ❖ Relationship builder in intergenerational, diverse socio-economic and cultural contexts
- ❖ Experience leading and developing teams in a multi-staff ministry setting
- ❖ Personal characteristics – humility, grace, honesty, charisma, and humor
- ❖ Proficient in Microsoft applications and social media platforms

❖ **HOW TO APPLY**

Candidates are encouraged to send their PIF as a self-referral through the [Church Leadership Connection website](#).