

## POSITION DESCRIPTION

For

### PASTOR/HEAD OF STAFF

Neshannock Presbyterian Church, New Wilmington, PA

#### Scope and Purpose

\* To provide leadership as Pastor/Head of Staff for Neshannock Presbyterian Church in New Wilmington, PA.

#### Qualifications

\*A Master of Divinity degree from a recognized Christian theological institution is required. Ordination by the P.C. U.S.A and/or recognition by Shenango Presbytery will be required.

\*An understanding of and acceptance of the polity, policy, and structure of the Presbyterian Church (U.S.A.) and support for the theological perspectives of our tradition as outlined in The Book of Confessions of the PC(U.S.A.).

\*Demonstrable relational, pastoral, organizational, and communication skills.

#### Responsibilities

\*Serving as the primary preacher for Sunday worship service as well as special services such as Christmas Eve and Maundy Thursday. Work with the local ministerium in planning and coordinating other special services.

\*Planning worship in collaboration with other staff members.

\*Moderating/attending monthly session meetings and any congregational meetings, including the annual congregational meeting. Lead the monthly Deacon's meeting.

\*Providing pastoral care: presiding at weddings and funerals as appropriate, hospital visitations, and visits with members who are homebound and in care facilities in collaboration with the church's other leaders and staff.

\*Educational leadership: teaching/participating in biblical studies and other Christian education during the week and occasionally on Sundays.

\*Pray for the church in its various missions.

\*Other responsibilities as required.

\*This position reports to the session of the Neshannock Presbyterian Church and to the Shenango Presbytery.

The congregation and session will be responsible to:

1. Support and pray for the pastor in this ministry
2. Provide regular financial compensation according to the negotiated terms.
3. Provide a performance review for the pastor at least annually
4. Elders will arrange for substitute preachers on any Sunday not present
5. Deacons and Elders will actively participate in the pastoral care and visitation of home bound members
6. Personnel Committee will provide administrative leadership to church staff.

TERMS: The pastor is employed on a full time basis.....(We'll have to fill these in.)

Salary and Housing Allowance to be negotiated based on experience

Board of Pensions Contribution as applicable

Medical, Pension, Dental, and Vision as applicable

Auto reimbursement 72.5 cents per mile or per IRS regulations

Paid Vacation

\*For more information or to submit a resume to be considered, please email [PNC@neshpresby.org](mailto:PNC@neshpresby.org)