

Calvary Presbyterian Church
405 N. Easton Road, Willow Grove, PA 19090
Pastoral_search@calvary-wg.org

Senior Pastor Profile and Job Description

Overview

The Senior Pastor shall be responsible to provide leadership in the overall life and ministry of the church with a focus on preaching, teaching, gathering, leading groups, and training of officers and volunteers. We are seeking a man who is spiritual and visionary and able to coordinate ministry activities and communicate well with our congregation.

Reports To

Session & Eastern PA Presbytery

Personal Profile

- Age: 35 to 55
- Experience: 5 to 7 years of experience as an Associate or Senior Pastor

Personality

- Whether he is an introvert or extrovert, we want him to function as an extrovert in pastoral situations
- We want him to view conflict as a God-ordained opportunity for believers to trust the Lord, and be motivated to resolve not avoid
- We want him to desire to work as a team player with others and not as a lone ranger
- We want him to be both an initiator and receptive to other points of view, expressing which one is appropriate as the situation dictates

Leadership

We are looking for a man who leads by:

- biblical example: who doesn't avoid conflict, isn't a people-pleaser; is willing to stop a personal agenda being imposed on the Session; likes to sell his ideas; knows when to include the congregation
- disposition: is decisive, inspires others toward a vision; gets the Session to initiate; knows the congregation needs to be committed and involved
- character: is mature in Christ, beyond reproach, and fulfills the moral/ethical calling of an elder
- style: can facilitate multiple ministries without micromanaging; manages by engaged involvement, delegates and follows-up; listens to and inspires others; builds a team; doesn't feel overly responsible to fix everything
- delegate: delegating the administration of the church; understands how to maintain a balance between the church as institution and church as organism while keeping his primary focus on Word ministry

Responsibilities

1. Corporate Worship Service(s)
 - Planning and leadership of the morning (and, if applicable, evening) worship services of CPC
 - Primary preaching responsibilities (approximately 40 times per year)
 - Preaching and teaching ability that includes faithful biblical exegesis and memorable personal and corporate application of God's Word with enthusiasm, excitement, and passion.
2. Teaching
 - Take an active role in teaching adult Sunday School and identify and develop staff and lay teachers
 - Train and mentor small group leaders with the goal of developing CPC's small group ministry
 - Oversee twice-annual new member's class and provide training through confirmation of content and support of leaders
 - Shepherd elders and their families including discipleship relationship and mentoring relationship in shepherding
3. Session
 - Moderation of session meetings of the church including setting of the agenda and delegating of tasks which the session has agreed to undertake
 - Encourage and coach the session in the spiritual oversight of the church and its members
 - Organize and lead periodic Session retreats for study, nourishment, and fellowship
 - Provide annual Pastor Review of fulfillment of duties and satisfaction with his role
4. Staff
 - Moderation of weekly staff meetings of the employees of the church
 - Lead regular discussions of how each staff member's work and ministry fulfills the mission and vision of CPC and provide oversight for ongoing ministry and new initiatives
 - Provide quarterly reviews of staff's fulfillment of duties and satisfaction with their role
 - Ensure ministry leader oversight is occurring through the Session and staff, and support the Session and staff in this as needed
5. Vision
 - Communicate the vision of the church to the congregation through sermons, sermon applications, and ministry opportunities
 - Plan and lead quarterly town hall/congregational meetings (in addition to the annual congregational meeting) that update the congregation and gain support for existing and new ministry endeavors and discuss the mission and vision of the church

6. Visitation

- Development of an overall plan (with the Session) of shepherding and visitation of church members and encourage and train elders to do so
- Ensure visitation of shut-ins every two months either by personal visit or delegation to elder, deacon, or Visitation Team
- Hospital calls as necessary

7. Spiritual Growth

- Be available to team leaders and Bible Study leaders and offer coaching
- Responsible for confirming that the ministries and programs of the church are supporting the church's vision for discipleship
- Encourage, participate, and provide opportunities for prayer - individually as well as corporately through prayer meetings and developing Prayer Teams

8. Church Officers

- Identify and train new elders and deacons with the goal of at least one new elder and one new deacon every two years
- Identify potential future candidates for church office and facilitate mentorship program.
- Periodic attendance at Deacons meetings and be available if attendance is requested
- Responsibility for facilitating communication and cooperation between the Deacons and the Session.

9. Associate Pastor

- Collaborate with Associate Pastor in the life of the church and every facet of ministry
- Provide direction and mentoring for the ongoing development of the Associate Pastor's gifts and calling
- Delegation of aspects of pastoral ministry in which help is needed
- Regular evaluation of the division of labor with the Associate Pastor
- Weekly meeting with Associate Pastor to review ministry and plan strategy

10. Personal

- Saturday and one weekday off per week
- Four weeks of vacation annually
- Three months sabbatical after seven years of service (or equivalent if not consecutive)
- Representation of the church at Presbytery and General Assembly of the PCA
- Expected to attend at least one other conference per year that would assist in carrying out the duties of Senior Pastor (at Church expense)
- Must be in a mentorship / discipleship relationship with somebody encouraging, feeding, and providing accountability.