

Job Description for Part-Time Pastor

Covenant Presbyterian Church, Waynesville, NC 28786

CovenantPCAWaynesville.org

Beginning January 1, 2025

1. Serve as primary contact for Covenant Presbyterian Church.
2. Follow Book of Church Order in all matters pertaining to CPC.
3. Preach theologically Reformed sermons every Sunday morning.
4. Increase CPC memberships and CPC contributions.
5. Establish and maintain a visible local Community Outreach Ministry.
6. Work remotely and self-directedly from home office.

7. Follow-up with guests via information provided on visitation cards.
8. Meet and greet all guests attending Sunday School and Morning Worship.
9. Establish and maintain order of Sunday Morning Worship Service.
10. Coordinate Worship Service activities with Director of Music Ministry.
11. Serve as Substitute Teacher for Adult Sunday School as needed.

12. Ensure that cancellations due to weather or illness are infrequent.
13. Take 8 paid Sundays off per year as approved by Session.
14. Take additional paid and/or unpaid time off per year as approved by Session.
15. Arrange for an approved substitute Preacher prior to scheduled absences.

16. Support and encourage Director of Music Ministry and Monday Night Jam.
17. Support and encourage Director of Outreach Ministry and Radiant Reflection.
18. Support and encourage Director of Missions Ministry and our Missionaries.
19. Support and encourage Director of Teaching Ministry and Sunday School.
20. Support and encourage Coordinator of annual Church Picnic.
21. Support and encourage Website Developer.

22. Cooperate with plumbers, electricians, landscapers, and carpenters as needed.
23. Cooperate with neighbors surrounding the Church as needed.
24. Cooperate with Church Treasurer and Church CPA.

25. Attend at least 1 Presbytery meeting per year.
26. Schedule and preside over at least 4 Session meetings per year.
27. Share meeting dockets with Session at least 24 hours in advance.

28. Visit sick, injured, and homebound individuals as needed.
29. Recruit, ordain, and mentor Deacons and Elders as needed.
30. Officiate at weddings, funerals, anniversaries, and concerts as needed.

31. Consider establishing and maintaining a new Prayer Ministry.
32. Consider establishing and maintaining a new Hospitality Ministry.
33. Consider establishing and maintaining new Social Media accounts for CPC.
34. Consider coordinating a new Homecoming event.
35. Consider hosting a Maundy Thursday or Christmas Eve Service at CPC.

36. Submit to the results of an annual performance evaluation.

Submit Cover Letter and Resume to:

James Lyle, Ruling Elder & Session Clerk
doodle@jameslyle.net

For additional information:

James Lyle, Ruling Elder & Session Clerk
828-276-5852