

First Presbyterian Church Cedar Falls

Position Description Pastor and Head of Staff 2022

Essential Qualifications: Teaching Elder/Head of Staff called and installed in accordance with the *Book of Order of the Presbyterian Church, USA*.

Energy, resourcefulness and vision to move us forward into our community and world actively engaged as disciples of Jesus Christ.

Responsibilities

Pastor and spiritual leader

1. Provides theologically based concepts and imagination for direction of change in the ministry of the church that strengthens discipleship in our community.
2. Aware of, but not necessarily involved in, all aspects of the church's ministry.
3. Principal worship leader working with worship and music committee, staff and volunteers to provide theologically sound, integrated worship experiences throughout the year that builds congregational practices of prayer and worship, learning and reflection.
4. Guides and shares with the Deacons in supporting the spiritual needs of the congregation.

Teacher:

1. Guides leaders in planning and promoting worship and educational programs.
2. Advises, equips, encourages lay teachers and leaders to build spiritual strength and discipleship skills in others.

Leader:

1. Energizes and guides leadership and congregation to further develop our collective spiritual strength to actively engage as disciples of Christ in our community and the world.
2. Mobilizes leaders and congregation as the church takes up new processes and practices.
3. Guides and assists congregation to seek out and create formal and informal partnerships outside the church to strengthen the resources available to carry out the ministry.

Head of Staff

1. Provides direction to salaried staff, including feedback on work performance and counsel as needed for improvement.
2. Provides administrative oversight to ministry teams regarding the work performance of occasional staff and part-time staff assigned to their respective team.
3. Provides administrative oversight to personnel committee and assigned ministry teams for hiring processes for new staff.
4. Communicates with staff on both formal and informal basis to coordinate activities of the ministry as needed.

5. Provides direct counsel to staff related to disruptive behavior, child abuse or sexual misconduct.

General Administrative Oversight & Guidance:

1. Aware of the overall aspects of the church ministry, structures and programs, building on people's giftedness and passions to actively engage them in working faithfully for justice and peace.
2. Provides general guidance and advice to others having staff or volunteer tasks and responsibilities.
3. Provides theological perspective and input to the stewardship planning and Finance Committee that is reflective of our vision and mission to be a vital church, dismantle structural racism and eradicate systemic poverty.

Primary Relationships

- a. Congregational Leaders
 - i. Session and Ministry Teams
 - ii. Deacons
 - iii. Officers of the Corporation
 1. President
 2. Secretary
 3. Treasurer
 4. Assistant Treasurer
- b. Key Staff Members
 - i. Minister of Administration
 - ii. Children, Youth and Families Ministry Leader/ Temporary Virtual Leader of Children Youth and Families
 - iii. Music Staff
 - iv. Custodian
- c. Presbytery of North Central Iowa

COMPETENCIES:

Preaching and Worship Leadership

Spiritual Maturity

Compassion

Communicator

Change Agent

Strategy and vision

Interpersonal engagement

Flexibility

Motivator

Collaboration