

# HENDERSONVILLE PRESBYTERIAN CHURCH

## Job Description - Senior Pastor

We are a biblically-based Evangelical Presbyterian Church (EPC) seeking a senior pastor to help us pursue the vision of equipping disciples, living in His power, and advancing the Kingdom of God. Our congregation worships in both traditional and contemporary styles and seeks a pastor who is able to connect in both settings while building upon the unity we have in Christ.

### **Knowledge, Skills and Abilities Required**

- Ordained in the EPC or willing and qualified to pursue ordination in the EPC
- Ability to communicate clearly in verbal and written form
- Proven experience in preaching and teaching
- Willingness to relate with and minister to all ages
- Ability to supervise and mentor administrative and ministry staff

### **Duties and Responsibilities**

#### **a. Pastoral Ministry**

- Seek the mind of Christ for our congregation and help flesh out our mission in conjunction with the session: Reach, Teach, Pray, Love.
- Commit to nurturing an ever-deepening personal relationship with God.
- Oversee the corporate worship of the church to ensure that it remains God-focused, scriptural, and edifying.
- Preach the gospel and teach the word of God in a manner that is accessible to the hearers for the purpose of making and equipping disciples. The senior pastor is expected to preach during most worship services and arrange for other approved people to preach/teach in his/her absence.
- Cultivate, train, and encourage lay leaders to use their gifts in the body.
- Conduct communicant classes and prospective new member classes as needed.
- Teach other classes, seminars, and retreats (E.g. Wednesday evening "table talk")
- Conduct marriage and funeral services.
- Provide pastoral counseling and refer to professional counselors when needed.
- Participate in and arrange pastoral care for those who are ill, hospitalized, shut-in, or otherwise in need of spiritual support.

#### **b. Administrative Ministry**

- Supervise the staff.
  - Conduct regular staff meetings and facilitate communication among staff.
  - Evaluate staff and provide them with constructive feedback.
  - Encourage staff in their gifts and ministry through prayer, mentoring, and discipleship.
  - Make recommendations to the session regarding staffing needs and/or concerns.
- Moderate meetings of the session.
- Work with session committees and the diaconate.
- Administer the programs of the church with the help of the staff and volunteers.
- Provide content and oversight of church communications (E.g. The Update newsletter, HendersonvillePC.org)

- c. **Represent Christ and our congregation in the community and greater church.**
- Form relationships with other churches and ministries that promote the kingdom of God in our region.
  - Participate in and contribute to the affairs of our Presbytery and General Assembly.
  - Represent the church when there is opportunity to share and show the gospel in and to our community (E.g. public prayer, spiritual assistance for fire or police)

### **Supervision and Evaluation**

- The Senior Pastor reports directly to and works alongside the Session.
- Annual review with the Session after a formal evaluation by the Clerk, Worship Ministry Elder, and an additional member of the Personnel Ministry.