**Central Presbyterian Church**

3829 Grand Avenue (at 39th St)
Des Moines, IA 50312

(515-279-3658

[www.dmcpc.org](http://www.dmcpc.org)



***Senior Pastor/Head of Staff***

***Reports To:***  Central Presbyterian Church Session

**Basic Function**

The Senior Pastor /Head of Staff is defined by the Presbyterian Book of Order as the Teaching Elder or Minister of Word and Sacrament and moderator of the local governing body, the church Session. As such, the Senior Pastor/Head of Staff is directly responsible for oversight of all aspects of the spiritual life of the congregation as well as providing leadership to the church staff.

The Senior Pastor /Head of Staff shares responsibilities with the Ruling Elders of the Session in guiding the spiritual growth, financial health, and organizational development of the church and works to improve our capabilities through alignment of strategy, structure, people, rewards, metrics, and management processes.

The responsibilities of the Senior Pastor/Head of Staff include but are not limited to the provision of leadership in worship, pastoral care, community engagement, fellowship, outreach, education, discipleship and administration.

**Primary Responsibilities**

***Worship***

* Presents well-organized sermons and lessons based on the Revised Common Lectionary that edify, challenge and encourage the congregation to develop a lifelong personal relationship with God.
* Leads in the celebration of Baptism, Holy Communion, and prayer.
* Conducts and provides for the pastoral counseling of traditional Christian ceremonies such as weddings and funerals.

***Pastoral Care***

* Provides leadership on matters that require pastoral care including service for those in crisis and hospital visitation.

***Community Engagement***

* Encourages the active participation of the church in contributing to the needs and activities of the surrounding community through activities such as direct service, open gatherings, Vacation Bible School, holiday celebrations, concerts, volunteer opportunities and collaborative agency partnerships
* Builds relationships with community leaders and residents by attending local events and actively listening to community needs.

***Fellowship***

* Fosters and encourages sharing among church members through an active and multi-faceted program of fellowship.

***Outreach***

* Provides leadership in sharing the Gospel and demonstrating Christian love to those who may not be familiar with the church or its teachings
* Defines and encourages outreach efforts among the congregation to actively engage with the local community and grow membership in the church.
* Clarifies ways for members to share their faith and provide support.
* Demonstrates ways for the congregation to comfortably and compassionately reach out to those who may not regularly participate in church activities.
* Assists church members with comfortably putting their faith into action by demonstrating love and compassion to others.

***Education***

* In concert with the Session, develops and implement a robust program of Christian education that emphasizes teaching, discipleship, and evangelism as well as both holistic and critical thinking.
* Supports a multi-faceted approach to Christian education that includes programs such as Sunday school classes, seminars, mentoring, intergenerational relationships, family ministry and church-wide retreats.

***Discipleship***

* Creates and implements a process emphasizing teaching, fellowship, prayer, and sharing the Gospel to identify and build leaders.
* Further develops the spiritual leadership of church members by identifying active ministries for their participation and encouraging them to lead others as their spiritual maturity grows.

***Administration***

* Provides leadership to the strategic planning and strategy management processes of the church, particularly how the overall strategic approach to our mission must be linked with sound financial development, fiduciary oversight, and organizational learning.
* Promotes and models for all staff and volunteers an entrepreneurial spirit towards the work of the church, particularly in membership and financial growth
* Provides staff support for all appropriate standing and Ad-Hoc Committees of the Church Session, Board of Deacons and church Foundation Board.
* Organizes the training and ongoing development of church officers as well as any additional lay leadership through identification, cultivation, placement and follow up evaluation.
* Follows the example of Jesus Christ in “servant leadership”, emphasizing that we collectively serve the mission of the Church and each other as Christ’s disciples.
* Builds and maintains organizational trust by finding the best skill sets for each position, assuring open, honest and transparent communications, and focusing on what is in the best interests of our church and our mission.
* Facilitates direct communication whenever possible between persons actively involved in the work, worship, and other business of the church*.*

**Position Qualifications**

*Knowledge* –

* Minimum educational requirement of a Master of Divinity Degree and at least 5 years of pastoral experience; Doctor of Ministry degree preferred.
* Knowledge of strategic planning and strategy management.
* Solid background in human resources management.
* Knowledge of digital communication techniques and formats
* Knowledge of, adherence to and commitment in assisting others in Presbyterian polity.

*Skills- Must be able to:*

* Resolve conflict
* Connect people to accomplish goals and tasks for the church and encourage people to “step up” to leadership.

* Manage organizational change to achieve growth, renewal and contentment.
* Set priorities and act independently with a minimum of supervision.
* Manage resources to work efficiently and effectively.
* Model and inspire cooperative, collaborative and team-oriented behavior
* Demonstrate excellence in communication skills and ability to work well with a diverse population.

* Demonstrate comfort and professionalism in speaking in a variety of environments and interacting with a variety of communities and individuals.
* Meet deadlines and quickly establish priorities.
* Organize with thoroughness, timeliness, and detail when working under pressure
* Demonstrate proficiency in office technology.

*Attitudes*

* A high degree of integrity that guarantees trust and respect of others
* Enthusiasm, patience and flexibility
* Sensitivity to a wide variety of backgrounds and age groups
* An interest in and commitment to the mission and vision of Central Presbyterian Church
* Ability to rely upon the expertise of others as necessary and appropriate.

**Physical Demands - To perform in this position successfully, the employee must be able to:**

* Stand, walk, and use hands to finger, handle or feel objects, tools, or controls.
* Talk, hear and exercise close vision, peripheral vision, depth perception, and the ability to adjust focus.
* Reach with hands and arms and stoop, kneel, or crouch.
* Lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds.
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* Work in an office that is adequately lighted, ventilated, and a non-smoking environment
* Travel and work during evening and weekend hours particularly for pastoral calls as needed

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job and are representative of those an employee encounters. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**FLSA Classification –**

Full-time, Exempt

The statements contained herein describe the scope of responsibility and essential functions of this position but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload.

**Approved by Church Session \_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**