

Presbyterian Church of the Apostles

Position Description

March 2022

Title: Pastor/Teaching Elder

Status: Exempt

Position Summary:

The Pastor of Presbyterian Church of the Apostles (PCA) will serve our congregation of over one hundred members with compassion and empathy. The Pastor will help us reach our vision and mission goals, of practicing compassionate justice so that all may feel God in action. The Pastor will provide hope and inspiration through services that are relevant to our daily lives. PCA is the headquarters for ministry for our congregation, which is led by our Pastor, to fulfill our mission of outreach in our community. This position qualifies for the PC (USA) Pathways to Renewal program which requires the candidate to be under forty years of age and a first time call.

Position Responsibilities:

Worship Leadership

- Responsible for studying, teaching and preaching the Word
- Prepare and lead special worship services and children's sermons
- Lead in the celebration of Baptism and the Lord's Supper
- Encourage people in worship and service of God and praying with and for the congregation

Session and Councils

Participate in governing responsibilities including leadership of the congregation in implementing the principles of participation and inclusiveness in the decision-making life of the congregation

- Moderate monthly and special meetings of the Session
- Moderate congregational meetings and the annual meeting
- Attend some council meetings each month (Ex Officio)
- Attend Worship Council and Administration Council every month
- Consult with council elders by phone, e-mail, in person or at monthly meetings

Pastoral Care

Exercise pastoral care and devote special attention to the poor, the sick, the troubled, and the dying. Share in the ministries of compassion, witness, and service. Reach out in concern and service to the life of the human community as a whole.

Administration

- Supervise paid and volunteer staff in conjunction with Personnel Committee
- Conduct on site staff meetings once a month
- Coordinator; meet quarterly with the Worship music leadership

Denominational Participation

Responsible for sharing the ministry of the church in councils higher than the session and in ecumenical relationships by attending presbytery meetings as able and participating in the work of the Presbytery of the Twin Cities.

Education

- Facilitate, along with Youth Director, the confirmation program
- Resource Christian Education Council
- Conduct new member orientation
- Leadership Development
- Teach adult forum on occasion
- Teach children's CE classes on sacraments

Community Outreach

Equip and enable the congregation for their tasks within the church and our mission in the world through support of community ministries. Regularly address social justice issues in sermons and prayers and participate in ecumenical activities

Required Skills, Knowledge and Abilities:

- Computer skills to be able to communicate remotely for meetings, services, consultations etc.

Presbyterian Church of the Apostles is an Equal Opportunity Employer. Diversity creates a healthier atmosphere: All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, protected veteran status, disability status, sexual orientation, gender identity or expression, marital status, genetic information, or any other characteristic protected by law.