

# FIRST PRESBYTERIAN CHURCH FERNANDINA BEACH



Anchored in Grace.  
Moved to Mission.  
FIRST PRESBYTERIAN

## PASTOR / HEAD OF STAFF

### POSITION DESCRIPTION

Written: October 1, 2018 (Revised: 12.17.2019)

**Overview:** The Pastor, as Head of Staff, gives leadership to the overall ministry of First Presbyterian Church, partners with the session in setting and accomplishing the church's vision, leads the staff in its various ministries and initiatives, oversees all worship services, serves as the church's primary preacher and administrator of the sacraments, and provides pastoral leadership and spiritual development for the congregation in collaboration with other staff, officers, and congregation members.

### Responsibilities:

#### Core Responsibilities

- Plan and implement, in collaboration with the music staff, weekly worship experiences that creates a welcoming and encouraging atmosphere for youth and adults to hear and understand God's Word
- Preach sermons that stimulate, challenge, and inspire the congregation through proclamation of the Word in weekly corporate worship
- Provide pastoral and spiritual leadership to congregation, both personally and in collaboration with staff, session, and the diaconate, giving particular attention to those in crisis situations
- Offer effective administrative leadership to the church staff, session, and congregation to fulfill the mission of the church and the unique strategic objectives determined by the session
- Ensure educational and spiritual development of the congregation by leading staff and key lay leadership to offer stimulating Bible studies, church officer training, small group studies, and excellent Sunday school classes

#### Additional Responsibilities

- Encourage and guide church leaders and the congregation in developing more effective methods of expanding the membership of and participation in the life of the church, such as a robust music ministry, a thriving children's and youth ministry, and other innovative and inviting expressions of FPC's life and witness in the community and beyond
- Nurture and encourage congregational fellowship and the welcome offered visitors through a warm, caring and reassuring style
- Guide session, staff and appropriate committees in development and conduct of new member classes (including teaching inquirers classes as time allows) and in programs to assimilate new members
- Provide strong administrative leadership, using a participatory style that promotes unity and a positive and effective environment, to guide and support elders, deacons, staff, and committees in weekly meetings and in moderating monthly session meetings
- Support development and accomplishment of the church's strategic plan.
- Encourage increases in stewardship and church gifts through creative ideas, logistical support, and inspiring messages, resulting in healthy investments of the congregation's time, talents and resources
- Develop and nurture the leadership of the church, including the officers, chairs of committees, and those with potential for future leadership

- Provide a dynamically focused teaching ministry in various settings of the church, including Sunday school, Wednesday nights, confirmation, Bible studies, and small groups for all ages
- Represent the church as an active member of St. Augustine Presbytery, attending stated presbytery meetings, serving on a committee of presbytery, and serving as a communication link between the presbytery and congregation
- Participate in community, ecumenical and interfaith activities, as time permits
- Invite and challenge the entire church family for deeper, more faithful engagement in local and other mission opportunities sponsored by First Presbyterian Church (e.g., Habitat for Humanity, Hope House, etc.)

**Reporting Relationship:** As a member of Presbytery, the Pastor / Head of Staff is accountable to the Committee on Ministry.

**Evaluation:** Formally evaluated by the Committee on Ministry (of the Presbytery) and to satisfy its obligations under the Terms of Call, the Personnel Committee (of First Presbyterian – Fernandina) in consultation with the session shall conduct an annual evaluation of the Pastor and recommend changes as appropriate in the Terms of Call.

**Hours:** This is a full-time position. Though hours can vary based on specific programming demands, ordinarily this position requires approximately 40 hours a week.

**Compensation, Vacation, Study Leave, Personal Days:** Set forth in the Terms to Call

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