

FCC - Spencer, IA

Position Description

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| Position Title: | Senior Pastor |
| Ecclesiastical Status: | Ordained |
| Payroll Status: | Salaried/Exempt (Target = 40-45 hours per week) |
| Immediate Supervision: | Executive Council |

Summary

The Senior Pastor is the ordained staff member whose primary responsibilities are loving and listening, shepherding and coaching, equipping and facilitating the children of God related to First Congregational Church of Spencer, Iowa, so that together we may grow towards a richer and stronger faith in Jesus Christ.

Areas of Responsibility

Worship

- Leadership of Sunday worship services, including the majority of preaching and administration of the sacraments (Lord's Supper and Baptism)
- Lead/participate in worship at other special services as determined in consultation with the Core Ministry of Worship
- Weddings (primarily member weddings; non-member weddings on request)
- Funerals (as appropriate)

Pastoral Leadership

- Pray and grow in relationship with God
- Help the lay leadership of First Congregational seek, develop and communicate God's vision for the future of the congregation, as outlined in the Transition Report of April 2021
- Provide strong support of and guidance to the Youth and Family Ministries program and Director
- Encourage the development of new ministries and programs in line with the mission and vision of the congregation
- Offer vision, direction and coaching for members involved in all program areas of the church's life, including providing or arranging for training and equipping of lay leadership

Teaching

- Interpret the Scriptures with an emphasis on helping people apply the Word in their daily lives
- Encourage the congregation to read and apply God's Word for themselves and in fellowship with each other
- Oversee (and teach as required) the adult education programs of the church, including Bible Study, Sunday morning education hour, and New Member Class
- Oversee and lead the Confirmation Class, in consultation with the Core Ministry of Education
- Teach basic moral values, ethics and the historical truths of the Christian faith with an emphasis on Scripture

Outreach

- Help to maintain and build upon the church's historic leadership in and outreach to the community through active participation in the Spencer area and beyond
- Assist the congregation in improving its work in welcoming visitors and including/retaining new member
- Help the congregation think of ways to reach out to the immediate neighborhood and the greater community area.
- Provide direction (and content on request) for all church press releases and social media
- Provide direction and guidance to the Core Ministry of Missions

Pastoral Care

- Build and maintain relationships with members and friends of the church
- Offer pastoral support for people in times of crisis and make appropriate referrals
- Become familiar with local counseling and other services in order to refer people in need
- Hospital, nursing home and other visitation (as appropriate)
- Offering spiritual direction to those seeking to grow in their faith

Administration

- Supervise and coach all staff members
- Oversee the church office
- Oversee and act as editor for all publications produced by the church office
- Work with staff, Church Officers, and Core Ministries to ensure that church records and finances are properly kept
- Attend all meetings of and provide support to the Executive Council and Core Ministries
- Ensure that all actions of the church are consistent with its governing documents and state law

Service to the Wider Church

- Participate in local pastoral associations (currently Spencer Area Ministerial Association)
- Represent the congregation and encourage participation in the Iowa/Nebraska Association of Congregational Christian Churches
- Represent the congregation and encourage participation in the National Association for Congregational Christian Churches (NACCC), with service as church duties and time allow
- Participate in other organizations as it benefits the church and as time allows

Professional Enrichment

- Seek opportunities for mentoring and professional development, including seminars, classes, retreats, etc. (including the annual Minister's Convocation of the NACCC)
- Seek resources (written and audio-visual) that will feed and inform a greater understanding of God and God's Word

Vacation and Sabbatical

The Senior Pastor will receive an initial 3 weeks (15 working days) of vacation per calendar year, to be taken in consultation with the other staff and approved by the Executive Council. (Additional vacation may be negotiated following two years of service and on an ongoing basis thereafter.)

Evaluation

The Senior Pastor will be formally evaluated each year at the time of her/his service anniversary by the Executive Council, in consultation with the Personnel Committee.

The Executive Council and Personnel Committee will make recommendations for changes in compensation to the Core Ministry of Assets and Resources.

Other

The Senior Pastor will receive the ongoing support of the Pastoral Relations Committee, which will meet at least quarterly to ensure open communication between the Senior Pastor and members of the congregation and to expeditiously and faithfully help to resolve any conflicts which may arise between them.