

Pastor/Head of Staff

Revised by Personnel Ministry, 1/2012

Position Summary: This is a full-time position requiring participation in all aspects of the church's ministry. The Pastor/Head of Staff provides spiritual leadership, pastoral care, organizational direction, and administrative oversight to The United Churches of Olympia.

Accountability: The Pastor/Head of Staff is accountable to either the Pacific Northwest Conference of the United Church of Christ or the Presbytery of Olympia of the Presbyterian Church USA. As a "called" pastor of The United Churches of Olympia, the Pastor/Head of Staff is also accountable to the church Council and the Congregation in accordance with denominational practice.

Responsibilities

- I. Spiritual Leadership
 - A. Preach, lead in worship, provide ministries (such as teaching) for spiritual development, support the education program of the church, oversee congregational visitation, and encourage lay ministry—all of which will allow members and participants to grow spiritually and to be awakened to an active outreach to their neighbors in evangelism, mission and other ministries.
 - B. Provide active leadership and encouragement to the Council, the congregation and its organizations in articulating vision and developing programs that will enable individuals and the church to grow and serve both spiritually and in mission.
- II. Administrative Coordination
 - A. Administer the church's programs by supervising staff responsible for ministerial and program functions.
 - B. In collaboration with the Director of Church Operations (DCO), provide oversight to the administrative/business tasks of the church.
 - C. Plan yearly and coordinate with all staff continuing education for personal and professional development.
 - D. In conjunction with the Personnel Ministry and DCO, conduct annual reviews and evaluations of all staff.
- III. Pastoral Care
 - A. Provide pastoral services for those in crisis situations.
 - B. Direct and share pastoral duties in scheduled hospital calling, pastoral visitation, funerals, and weddings.
- IV. Organizational Direction
 - A. Along with the staff and Council, set, know, articulate, and annually review the goals, direction and mission of the church.
 - B. Serve as a resource to the Ministries of Council, committees, and task forces.

Evaluation: Evaluations will be conducted annually in accordance with church personnel policy.

Time Requirements: Though a full-time position, the hourly work requirements are subject to variation. The schedule will be worked out with the Personnel Ministry.