

**NORTHMINSTER PRESBYTERIAN CHURCH
SHEPHERD OF THE VALLEY PRESBYTERIAN CHURCH
TEMPORARY FULL-TIME SOLO PASTOR – SHARED MINISTRY
COMBINED JOB DESCRIPTION**

PRIMARY FUNCTIONS:

1. To provide spiritual leadership, pastoral care, and guidance for the leadership of Shepherd of the Valley and Northminster Presbyterian Churches; while reaching out in mission to the community and globally, and ensuring that each church is working harmoniously to achieve the goals of the Church.
2. The pastor is charged with the spiritual care of the congregation of the Church. He/She is to help the people discover their relationship with Christ, challenge them to accept their role, comfort them in their times of need, and show them the love of Christ in the world.

RELATIONSHIPS & ACCOUNTABILITY

1. Relates to the Sessions of each church as Moderator, to various committees as a resource person, to the staff as a resource person, to the congregation as pastor, and to the Presbytery as member. For SOTV, coordinate with Taiwanese and Mandarin pastoral staffs who shepherd the two other congregations
2. Primary accountability is to the Presbytery of San Gabriel and Session of each church through the respective Admin/Personnel Committees
3. Report to the Session monthly on activities. Make an annual report to Session on the results of any study leave.

RESPONSIBILITIES:

Worship

1. Preach to convey the whole counsel of God centering on the Biblical exposition of Jesus as Lord and Savior and in keeping with the duties described in the Book of Order.
2. Plan challenging and uplifting worship services with the aim of creating a spiritual and worshipful experience that is inclusive of the whole family of God. This would include preparing joint services or special services as required.

Congregational Care

1. Provide care for each congregation as needed in conjunction with responsible lay leaders.
 - a. Make visits to those who are ill and/or hospitalized.
 - b. Make calls in person or by phone, as needed
 - c. Be available for personal counseling, as needed
2. Give appropriate counsel to all those who seek to be married by the Pastor of the church
3. Provide counsel, conduct funerals/memorials and other pastoral services for the bereaved

Ministry Leadership

1. Provide advice and guidance to Session and the congregation as we continue to redefine our mission, create a mission statement, vision and plan
2. Lead in growing the two congregations through outreach to the community.
3. Lead in providing Christian Education to the two congregations, directly or through lay leadership.
4. Provide leadership training for committee heads, including Deacons, and new members, as needed.

Administration

1. Be a resource to the staff, and provide pastoral guidance, as needed, for the administration and management of each church which will primarily be the responsibility of respective sessions and staffs.
2. Moderate scheduled Session meetings
3. Support the Deacons Ministry
4. Keep regular published office hours. The office should be aware of any changes.
5. Work within annual budget guidelines.
6. Conform to the tenets, beliefs, and traditions of the Presbyterian Church.
7. Attend Presbytery functions and participate on Presbytery committees as required.
8. Arrange for guest preachers during study leave or time off.

TERMS

1. This is a full-time position, with time split 50%-50% between Northminster and Shepherd of the Valley churches. Nominally this is envisioned as:
 - a. Office Hours at each church – 10 hrs/wk (worship planning, admin, visitation)
 - b. Sunday Worship at each church – 1-1.5 hrs/week (worship & fellowship)
 - c. Floating Hours related to each church – 8-9 hrs/week (sermon prep, visitation, meetings)
2. It is understood that with a shared ministry there will need to be flexibility to support one congregation or the other to a greater extent from time to time. The pastor is expected to keep the time requirements in balance over time.
3. Contract will be one year which may be renewed with agreement by Session, the temporary pastor, and Presbytery. Contract can be terminated with 30 days' written notice by either the temporary pastor or Session. Compensation will be negotiated with the Sessions of the two churches.

GOALS, OBJECTIVES AND EVALUATIONS:

1. Goals and objectives will be established and/or revised as often as necessary to enhance the Pastor's effectiveness. This will be accomplished at least annually.
2. Performance evaluations will be conducted at least once each year by the Personnel Committees of each church, as representatives of the respective Sessions.

PROPOSED TERMS OF CALL

1. Salary and Housing - \$72,025.00 (36,012.50 from each church)
2. Professional Expenses - \$3,415.00 (1,707.50 attributed to each church)
3. Continuing Education - \$1,270.00 (635.00 from each church)
4. Benefits – To be determined, and split between the two churches

COMPETENCIES AND QUALIFICATIONS:

1. Engaging preaching style focused on God's love for all
2. Three years of pastoral experience preferred
3. Demonstrated preaching and spiritual leadership in Presbyterian or reformed tradition
4. Master of Divinity required
5. PCUSA, or formula of agreement Pastor
6. Invested interest in the spiritual wellbeing of the members of the congregations
7. Proficient in the English language
8. Comfortable and capable working with multi-cultural congregations, including coordination with other congregations worshipping at each facility.

REQUIREMENTS FOR SHEPHERD OF THE VALLEY PRESBYTERIAN CHURCH

1. Bringing together all congregants and worship services into one united Church, being comfortable in a multi-cultural environment.
2. Supervise activities and fellowship of the congregation, including other staff members.

REQUIREMENTS FOR NORTHMINSTER PRESBYTERIAN CHURCH

1. Work with Session to monitor the church's financial status, and identify opportunities to strengthen it.
2. Musical knowledge and leadership abilities are an advantage but not a requirement.