

JOB DESCRIPTION
FULL TIME PASTOR
First Presbyterian Church, Altadena

WHO WE WANT TO LEAD

FPCA remains steadfast in our desire to be a community of God's people. Showing faith through actions, we stand ready to step into our future, while remembering our 113-year history. The goals seem much the same then as now, we want to grow in numbers and grow spiritually in faith. We want to spread the word of Christ to all people of all cultures while still celebrating and honoring our Japanese American History.

We seek an approachable pastor and leader who can

- walk with us on this journey with compassion and cultural sensitivity
- provide strong mature leadership
- is able to communicate well
- has patience and is open-minded understand church development and is skilled in relating to and leading groups
- preach the Good News and help us be the Good News as we develop spiritually, reminding us always of the love God holds for us
- preach sermons that are biblically faithful, but also with messages relevant to daily lives
- pastor to all regardless of where they are on their spiritual journey
- respect our current traditions, yet challenge us to find new and different ways to change and deepen our ministries, especially in the area of reaching younger generations

- support and encourage the staff and leaders of the church

GENERAL PASTORAL DUTIES AND RESPONSIBILITIES

Leadership

- Serves as head of staff, providing managerial oversight to all other staff members.
- Provides spiritual and administrative leadership and organizational direction to the congregation, Session, officer groups, ministry teams and staff.
- Moderates Session meetings and Congregational meetings and participates in other church officer meetings (Board of Deacons and Stewards).
- Plans, organizes, and oversees virtual and/or in-person Sunday worship services to spread the Word of God and to shepherd followers who seek spiritual guidance. This includes preaching, selecting worship scripture, finalizing music selections, and administering sacraments of Communion and Baptism. Meets with Worship Committee by zoom weekly and as needed
- Works with the congregation to provide resource and programming leadership for staff and volunteers in adult ministry (pastoral care, fellowship, and education)
- Works with the congregation to establish children and youth ministries (family ministry, Sunday School, and youth ministry).

Spiritual Development/Education

- Provides encouragement and instruction to help people seek and develop a deeper faith commitment to God.
- Assists in teaching Bible study and participating in weekly prayer for the church.
- Trains newly elected officers and assists in preparing persons for membership and baptism.

Pastoral Care

- Develops a pastoral and leadership relationship with other church leadership groups, such as Session, Deacons, Stewards, Presbyterian Women, Bible Study groups, and the Sunday Worship Team.
- Establishes a pastoral relationship with members and friends of the congregation, including creating opportunities to meet and interact with congregational and community members at church activities.
- Provides pastoral care to members of the congregation and to all who seek comfort and guidance from the church through visits, phone calls, emails, and letters.
- Nurtures an environment of Christian fellowship and hospitality that welcomes and attracts all those who seek Jesus.

Other Responsibilities

- Officiates at weddings, memorial services, and funerals as requested.
- Performs other related duties as needed or requested by the Session.
- Represents FPCA at community events such as the Pasadena Nikkei Senior New Year Luncheon
- Will maintain regular agreed-upon office hours on church grounds at least two weekdays a week

RESPONSIBILITIES BY SESSION

- Provides an orientation process of our church, officer groups, and the congregation that will facilitate the transition of the new pastor.
- Supports the Pastor in all assigned program responsibilities.
- Prays regularly for the Pastor and the congregation and encourages prayer in the congregation.
- Participates in training by the Pastor.
- Participates with the Pastor in worship and provides for pulpit supply when needed.

RESPONSIBILITY BY SESSION AND PASTOR

The Session and Pastor agree to initially meet after three months, and then subsequently after six months, or as deemed necessary, to discuss and review any church issues or accomplishments to celebrate. These meetings will occur annually thereafter.

PASTOR'S RESPONSIBILITY TO PRESBYTERY

- Be accountable to the Presbytery through the COM and participate in the life of the Presbytery.
- Provide COM written reports about the FPCA ministry as requested.

RESPONSIBILITIES BY PRESBYTERY

- The COM agrees to conduct exit interviews, one of which shall involve the Pastor and one of which shall involve representatives of Session.
- The COM agrees to pray for the Pastor, leadership, and congregation.

PASTOR TERMS OF CALL

FPCA follows the compensation minimums determined by the Presbytery.

For a full-time pastor, the minimums are as follows:

Salary/Housing \$72,025
Professional Expense Reimbursement \$3,415
Study Leave Expense Reimbursable \$1,270
Board of Pension medical/pension
(47% transitional package) \$33,852

The above minimums may be adjusted through discussion between the Pastor Candidate and the Church at the time of Call.