

NORTHMINSTER PRESBYTERIAN CHURCH
400 Rancheria Rd.
Diamond Bar, CA 91765
HALF TIME SOLO PASTOR JOB DESCRIPTION

PRIMARY FUNCTIONS:

To provide spiritual leadership, pastoral care, and support in the leadership of the church.

ACCOUNTABILITY:

Primary accountability is to the Presbytery of San Gabriel and Session, with close working relationships with the staff and congregation of Northminster.

RESPONSIBILITIES:

- I. Worship
 - A. 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.
 - B. Plan worship services with the aim of creating a spiritual and worshipful experience that is inclusive of the whole family of God.
 - C. Arrange for guest preachers during study leave or time off.
- II. Administration
 - A. Be a resource to the staff and provide pastoral guidance, as needed, for the administration and management of the church which will primarily be the responsibility of session and staff. Keep regular published office hours.
- III. Congregational Care
 - A. Provide care to the congregation as needed in conjunction with our Congregational Care Pastor.
 - I. Make visits to those who are ill and/or hospitalized
 - II. Make home and phone calls as needed
 - III. Be available for personal counseling on an "as needed" basis
 - IV. Give appropriate counsel to all those who seek to be married by the pastor of the church
 - V. Provide counsel, conduct funerals/memorials and other pastoral services for the bereaved
- IV. Ministry Leadership
 - A. Provide advice and guidance to Session and the congregation as we continue to redefine our mission, create a mission statement, vision and plan
 - B. Moderate Session meetings and support the Deacons Ministry
 - C. Support lay leadership in providing Christian Education to the congregation

RELATIONSHIPS:

Relates to the Session 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.

TERMS:

This is a half-time position, defined as a 20-hour per week obligation. Contract will be one year which may be renewed with agreement by Session, pastor, and Presbytery. Contract can be terminated with 30 days' written notice by either the pastor or Session. Compensation will be negotiated with the Session.

EVALUATION:

Performance evaluations will be conducted at least once each year as described in the Northminster employee handbook.

GOALS AND OBJECTIVES:

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.

PROPOSED TERMS OF CALL:

Salary/Housing	\$ 36,012.50
Professional Expenses	\$ 3,415.00
Continuing Education	\$ 1,270.00
Board of Pensions Retirement	To be determined
Medical Benefits	To be determined

Please contact Elder Helen Hall at (714) 325-3062 with questions.