

Position Description

St. Andrew Presbyterian Church
3604 NE 10th Court, Renton WA 98056
(425) 272-5836

POSITION

JOB TITLE	Pastor – Head of Staff
CONTRACT YEAR	July 2016 – June 2017
PASTOR	Scott Anderson

PURPOSE

The overall responsibilities of a pastor in the Presbyterian Church (U.S.A.) are defined in the Book of Order, section G-2.0504, and are summarized as follows:

The Minister will:

- Be responsible for the quality of life and relationships in the congregation that commend the Gospel and communicate its joy and justice
- Be responsible for studying, teaching, and preaching the Word
- Be responsible for administering baptisms and the Lord's Supper
- Pray with and for the congregation
- Participate in the larger ministry of the church – Presbytery, Synod, General Assembly and Ecumenical obligations

The Minister will, with the Elders:

- Encourage people in the worship and service of God
- Equip and enable the members for tasks in the church and in the world
- Provide pastoral care, especially for the poor, sick, troubled and dying
- Lead the congregation in implementing the principles of participation and inclusiveness in the decision making of the church, and its task of reaching out in concern and service

The Minister will, with the Deacons:

- Share in the ministry of compassion, witness and service.

ACCOUNTABILITY

The pastor is accountable to the Session. The Session (with facilitation provided by the Personnel Committee) will conduct an annual review in the January-February time period to evaluate performance and compensation and to mutually establish job priorities for the next year.

DUTIES & RESPONSIBILITIES

Consistent with the Book of Order, the specific duties and responsibilities of the pastor of the St. Andrew Presbyterian Church are as follows:

The pastor will (in conjunction with lay leadership, staff and congregation when appropriate):

Duties & Responsibilities

1. **WORSHIP** - Prepare for and lead worship services that nourish, inspire and challenge the congregation in the contemporary world
2. **PREACHING** - Preach sermons that are instructive and thought-provoking, and that relate the Scriptures to everyday lives
3. **PASTORAL CARE** - Take primary responsibility for pastoral care counseling of members and friends of faith
4. **SPIRITUAL LIFE** - Nurture the spiritual life of individual members
5. **FELLOWSHIP** - Foster a spirit of fellowship among all congregational members
6. **YOUTH MINISTRY** - Facilitate and support the youth ministry program so that it continues to be effective and active
7. **LEADERSHIP** - Develop and lead creative opportunities for leadership and teacher training. Inspire members of the congregation to cooperate in achieving the church's goals
8. **MISSION** - Support the Mission Department in the church's mission (including the issues of inclusiveness, social justice and peace), and encourage mission initiatives of members
9. **ADMINISTRATION** - Provide administrative leadership (including supervision of duties, where appropriate) for staff, programs and church budget
10. **GROWTH** - Lead the Session in the development of strategies for attracting new members and facilitating St. Andrew's growth
11. **STEWARDSHIP** - Lead the Session in the development of strategies that challenge St. Andrew's stewardship to ensure the financial capability to carry out its mission
12. **SESSION & DEACONS** - Moderate Session and advise the Board of Deacons
13. **PERSONAL GROWTH** - Refresh pastoral skills through study, teaching and participation in professional organizations
14. **PRESBYTERY SERVICE** - Participate in the Seattle Presbytery and higher governing bodies of the PCUSA

COMPENSATION

Compensation and benefits are documented in the Terms of Call.

APPENDIX A

Brief Mission Statement of St. Andrew Presbyterian Church (Approved by the Session 2002)

We are a congregation deeply rooted in our faith in Jesus Christ and have a strong sense of mission. Our membership is theologically diverse yet grounded in the inspired Word. We are thinking and questioning disciples guided by the life and ministry of Christ. We are a congregation that is theologically liberal and fiscally conservative. We try to inspire all who come to worship in this place, by providing a traditional form of worship: preaching from the Bible, use of the common lectionary, and a strong emphasis on liturgy, the sacraments and reformed theology. Our vital and varied music ministry is a joy for all.

We have eliminated the majority of debt incurred in 1995 from construction of a classroom-office wing onto our building and are looking toward the future. It is our dream to find new ways to share the excitement of our ministry and to welcome and support young families. We welcome persons of all ages, racial and ethnic origins, sexual orientation, and abilities into our midst.

Our members are actively partnered with local, regional and international missions. Our dream is to fulfill God's will in our growing community by 1) providing a place of worship for all God's people, 2) sharing Jesus and the love of God with each other, and 3) being intentional in living and sharing our faith while continuing to be open to change.