MCVEYTOWN PRESBYTERIAN CHURCH

POSITION DESCRIPTION

TITLE: Pastor

COMPENSATION: This is a full-time, salaried position. Annual salary and benefits (Terms of Call) are recommended Huntingdon Presbytery and MPC Session then approved by the Congregation Annually.

PURPOSE
To provide a balanced ministry of preaching, teaching, pastoral care, administrative oversight and organizational direction to a congregation, to enable the church to grow to its full potential in membership and in spiritual vitality.

ACCOUNTABILITY
Accountable to Session and Huntingdon Presbytery.

RELATIONSHIPS
Relates to the Session and its various committees as the moderator; to the staff as head of staff; to the congregation as pastor; to Huntingdon Presbytery as a continuing member.

RESPONSIBILITIES
A. Worship Ministry
   1. To plan and conduct worship services, including regular celebrations of the sacraments, in consultation with the Session and the Director of Music.
   2. To interpret the Word of God in sermons which have application to contemporary life.
   3. To conduct wedding and funeral services.

B. Teaching Responsibilities
   1. To provide a teaching ministry which will lead to the spiritual growth of the membership and awaken them to their own possibilities for ministry.
   2. To develop the congregation’s understanding of the sacraments, especially for those requesting baptism or participating in the Lord’s Supper for the first time.
   3. To help promote the development of a youth fellowship program by the Session
   4. To coordinate the Confirmation/Commissioning program of the Church and instruct new members who unite with the church.

The people of McVeytown Presbyterian Church seek to authentically love God and others through our words and actions.
C. Pastoral Care
   1. To provide pastoral services to all members of the congregation, especially in crisis situations, and to assist the Deacons and other members in their related service.
   2. To provide pastoral counseling on personal matters as requested.
   3. To provide pre-marital counseling for couples seeking to be married in the church.

D. Church Administration
   1. To lead and inspire the session, congregation, and church staff in the development and effective operation of a wide range of program activities, recruiting, motivating, and training youth and adult leadership.
   2. To lead, direct and supervise the church staff, including the Choir Director, Organist, Treasurer, Secretary and Custodian.
   3. To serve as moderator of the Session, including participation in the work of its committees on an as-needed basis.
   4. To moderate the meetings of the Congregation.

E. Larger Church
   1. To participate in the larger ministry of the church through service in Huntingdon Presbytery, the Synod of the Trinity, and the General Assembly.
   2. To participate in the ministry of the McVeytown Ministerium and to support local ecumenical groups.

CONTINUING EDUCATION
The Pastor shall be encouraged to attend events for professional development each year. Time off and church funding for such events are a required part of the terms of call. Attendance at such events, including payment of costs, shall be cleared through the Session.

TIME
This is a full time, salaried position, and is exempt according to the Fair Labor Standards Act of June 5, 1938. The pastor shall render a monthly accounting to the Session of time spent in ministry. Providing a minimum of at least 35 hours to the MPC and membership.

EVALUATION
An annual performance review will be conducted by Session in October of each year. At this time the Session will also review the Pastor’s terms of call. Prior to this meeting two Session members will meet with the Pastor to discuss performance and terms of call to prepare a report for the Session.

PENNSYLVANIA EMPLOYMENT LAW
Please note, Pennsylvania is an At-Will employment state and an employee or contracted staff can be terminated at any point in time.

GENERAL REQUIREMENTS
• Masters of Divinity from an accredited institution (other similar credentials will be accepted as approved by Session)
• Adherence to the Standard of Ethical Conduct as outlined by Presbyterian Church U.S.A. For additional information: https://www.pcusa.org/resource/standards-ethical-conduct/
• Successful completion of child protection clearances per PA State Law and criminal background check

By signing I acknowledge I have read and understand the duties of the job description.

______________________________________________  ____________________
Signature of Employee                                      Date

Updated: August 2022