

Chapel in the Pines - Staff Position Descriptions

Title: Pastor

Purpose: To provide a balanced ministry of preaching, teaching, pastoral care, and organizational leadership to a changing congregation and to enable the church to grow to its full potential in spiritual vitality and membership, living into its vision of welcome, worship and witness.

Accountability: Accountable to the presbytery and to the Session through the Personnel Committee.

Responsibilities:

1. Preach, lead in worship, and provide a teaching ministry that will lead to the spiritual growth of the membership and awaken them to an active outreach, showing forth the love of God by caring for those in need, locally and globally
2. Provide an outstanding biblically based preaching and teaching ministry that will demonstrate an atmosphere of radical inclusiveness, welcoming and attracting all peoples to join in the mission of Chapel in the Pines.
3. Lead and inspire the Session and congregation in the development and effective operation of a wide range of program activities serving those within and outside the congregation – recruiting, motivating and training youth and adult leadership.
4. Administer the life of the church by leading, directing, and supervising staff.
5. In coordination with the appropriate Session member(s) provide oversight and leadership to the program activities of the congregation.
6. Provide pastoral services for those in crisis situations in coordination with the parish associate, the Diaconate and the Stephen Ministers.
7. Working with and through the appropriate Session member(s) and Committees develop an active youth program that will bring young people into the church.
8. Performs other duties as assigned.

Relationships: Relates to the Session and various committees as the moderator of Session; relates to the staff as head of staff; relates to congregation as pastor; relates to the presbytery as a member.

Evaluation: A performance review of the pastor will be conducted annually by the Personnel Committee in coordination with the Session; this review will also include an annual review of the adequacy of the pastor's compensation.

Title: Interim Pastor

Purpose: To provide a balanced ministry of preaching, teaching, pastoral care, and organizational leadership to a congregation in transition and to enable the church as it moves to its next phase of growth to live into its vision of welcome, worship and witness.

Accountability: Accountable to the presbytery, the Commission on Ministry and to the Session through the Personnel Committee.

Responsibilities:

1. Preach, lead in worship and provide a teaching ministry that will foster the spiritual growth of the membership and awaken them to an active outreach, showing forth the love of God by caring for those in need, locally and globally.
2. Provide an outstanding biblically based preaching and teaching ministry that will demonstrate an atmosphere of radical inclusiveness, welcoming and attracting all peoples to join in the mission of Chapel in the Pines.
3. Lead and inspire the session and congregation in the evaluation, and as appropriate, re-definition of a wide range of program activities serving those within and outside the congregation – recruiting, motivating and training adult and youth leadership.
4. As fitting, insure the congregation's optimization of the five developmental tasks of the interim/transitional ministry period.
5. Administer the life of the church by leading, directing, supervising and evaluating staff.
6. In coordination with the appropriate session member(s) provide analysis and serve as a resource to the program activities of the congregation.
7. Provide pastoral services for those in crisis situations in coordination with the parish associate and the Diaconate.
8. Serve as a resource to the Director of Christian Education, appropriate Session member(s) and Committees to support the youth program to help bring young people into the church.
9. Lead an in-depth congregational profile and assessment of the strengths and weaknesses of the organizational system and the congregation's programs, facilities, financial resources and people to optimize the quality and utility of CITP's Mission Study.
10. Advise the PNC in the process of selecting a newly installed pastor.

11. Maintain effective & organized communication throughout the transition period with CITP, Commission on Ministry and the presbytery

12. Perform other duties as assigned.

Relationships: Relates to the session and various committees as the moderator of session; relates to the staff as head of staff; relates to congregation as pastor; relates to the presbytery as a member.

Evaluation: A performance review of the interim pastor may be conducted annually by the Personnel Committee in coordination with the session; this review may, depending on the timing, also include an annual review of the adequacy of the pastor's compensation.

Education and Experience: Preference given to ordained teaching elders in the PC (USA), 5 years progressively responsible position as a pastor in a congregational setting. Preference given to candidates with at least first level of PC USA Interim training

Compensation: \$62,000 is the minimum annual effective salary for this position. CITP will cover all Board of Pension expenses and other job related expenses will be negotiated.

Preferred deadline for receipt of applications is April 16, 2016

Please forward all application information to the Clerk of Session,
marcialeeladd@gmail.com

Title: Parish Associate

Purpose: To assist the pastor, on a part-time basis, in providing balanced leadership of pastoral care, teaching and preaching to the congregation of Chapel in the Pines, focusing on Stephen Ministry, the Diaconate and leadership in worship.

Accountability: Accountable to the presbytery and to the Session through the pastor as head of staff.

Responsibilities:

1. Provide leadership in pastoral care for the church including overseeing, developing and evaluating the Stephen Ministry and Board Deacons' programs in cooperation with the pastor and the Session.
2. Assist or share with the head of staff in leading worship, preaching as scheduled and conducting funerals and weddings
3. Assume necessary responsibilities in the absence of the head of staff.
4. Assist in the integration of new members and fringe members into the life, work and fellowship of the church.
5. Performs other duties assigned.

Relationships: Works in close cooperation with the pastor as head of staff. Attends staff meetings and Session meetings as scheduled, responding to requests of Session and various committees for information and assistance, and reporting on specifically assigned areas of leadership and responsibility.

Evaluation: A performance review of the parish associate will be conducted annually by the pastor in coordination with the Personnel Committee and the Session; this review will also include an annual review of efficacy of the position and the adequacy of compensation.

Title: Office Manager

Purpose: To oversee, on a part-time basis, the operations of the church office and to provide administrative services to the pastor, other church staff, church leadership and the congregation as required.

Accountability: Accountable to the pastor as head of staff.

Responsibilities:

1. Oversee the organization and general operations of the church office on a daily basis to ensure efficient operation and coordination with the pastor, church staff, church leadership, the congregation and the community.
2. Anticipate the needs in the office and for the pastor, taking the initiative to solve problems before they occur and screen requests for the pastor's time that can be handled in an alternate fashion.
3. Perform the function of administrative assistant to the pastor and other staff including some word processing, filing, routine correspondence and maintenance of calendars.
4. Be responsible for the production of materials through computers, copier, postage machine, and oversee usage of machines by others.
5. Primarily responsible for the main church phone line, fielding calls, answering questions and handle issues to which the pastor does not need to attend.
6. Perform administrative aspects of the personnel function for the church, including maintaining and updating the Employee Handbook, non-confidential files and organizing and distributing other forms as may be required.
7. At the pastor's direction coordinate many facets of the worship service, securing volunteers, keeping participants in worship up to date on the service and their assigned roles, ensuring the administrative aspects of worship coordination are primarily handled as an office not pastoral function.
8. Maintain permanent church records.
9. Perform administrative work for church committees and organizations as directed by the pastor, as the head of staff.
10. Be responsible for ordering and organizing office supplies and equipment.
11. Set deadlines for receipt of information and prepare documents including church bulletins, announcements, letters to congregations, reports and newsletters.
12. Supervise volunteers as required.
13. Perform other duties as required.

Relationships: The office manager is accountable to the pastor as head of staff and, through the pastor, to other staff in the performance of his/her responsibilities.

Evaluation: A performance review of the office manager will be conducted annually by the pastor in coordination with the Personnel Committee and the Session; this review will also include an annual review of the adequacy of the office manager's compensation.

Title: Bookkeeper

Purpose: To collect, record and organize, on a part time basis, the financial information concerning the church business affairs at the direction of the church treasurer and session.

Accountability: Accountable to the pastor as head of staff, however the position will have a close working relationship with the church treasurer and appropriate committee chair.

Responsibilities:

1. Oversee the church bookkeeping and accounting functions including payroll preparation, accounts payable, collection and deposit of receipts, investments, pledge records, special gifts, stock conversions, tax listings, systems and procedures, financial statements, and statistics, at all times maintaining confidentiality.
2. Oversee and coordinate the compilation of church financial data and report generation at the direction of the treasurer and session.
3. At the direction of the pastor, the treasurer and appropriate committee chair, oversee the preparation of the church budgets, including accumulating requests and preparing working documents for the meetings of the relevant committee and session.
4. Serve as support for the stewardship function of the church, maintaining and compiling records and reports as required by the session.
5. Performs other duties as required.

Relationships: The bookkeeper reports to and works with the pastor as head of staff. The position also has a close working relationship with the church treasurer, appropriate committee chair and appropriate session representatives.

Evaluation: A performance review of the bookkeeper will be conducted annually by the pastor in coordination with the treasurer, the Personnel Committee and the session; this review will also include an annual review of the adequacy of the bookkeeper's compensation.

Title: Director of Music Ministries

Purpose: To coordinate and plan, on a part time basis, the whole music program and outreach of the congregation and to supervise the church pianist.

Accountability: Accountable to the pastor as head of staff.

Responsibilities:

1. Plan the music program and make appropriate recommendations for musical innovations to the Pastor and appropriate committee(s).
2. Supervise the direction of all choirs and, when appropriate, designate directors for specific choir(s).
3. Respond to other music needs as they arise from various sources, in coordination with the pastor and the appropriate committee(s).
4. Coordinate training of young people and children in the music program.
5. In coordination with the pastor and the appropriate committee(s) coordinate and develop musical innovation for worship and congregational and community fellowship.
6. Performs other duties as required,

Relationships: Relates to the pastor as head of staff, other staff persons, and appropriate committee(s) and supervises the church pianist.

Evaluation: A Performance review of the Director of Music Ministries will be conducted annually by the pastor in coordination with the Personnel Committee and the session; this review will also include an annual review of the adequacy of the Director of Music Ministry's compensation.

Title: Pianist

Purpose: To provide appropriate music, on a part time basis, for the service of worship and at other times as may be appropriate.

Accountability: Accountable to the pastor as head of staff, through the Director of Music Ministries

Responsibilities:

1. Plan, prepare, and play music liturgically appropriate to each service of worship including the prelude, any interludes, the postlude and other music as required in the liturgy.
2. Accompany the congregation's singing of hymns.
3. Accompany the choir's singing of scheduled music.
4. Attend choir rehearsals for the purpose of accompaniment.
5. Rehearse sufficiently for optimum performance at the instrument.
6. Prepare appropriate music for weddings and special services (Normally will be given first option to play for these services).
7. Assist the Director of Music Ministries and pastor arrange for a substitute when not able to be present.
8. Performs other duties as required.

Relationships: Accountable to the pastor as head of staff, the Director of Music Ministries, the Worship Committee, and the Session as well as appropriate committee(s) in the performance of his/her responsibilities.

Evaluation: A performance review of the pianist will be conducted annually by the pastor in coordination with the Director of Music Ministries, the Personnel Committee and the Session; this review will also include an annual review of the adequacy of the pianist's compensation.

Title: Director of Christian Education

Purpose: To provide for the Christian education and spiritual formation for the children of Chapel in the Pines Presbyterian Church.

Accountability: Accountable to the pastor as head of staff.

Responsibilities:

1. In coordination with the pastor, plan the Christian education programs for children as well as train church members for the task of teaching and leading Christian education in a shared capacity.
2. Coordinate education programs with the Children and Youth Committee (CYC) by:
 - Acquiring and adapting curriculum materials;
 - Recruiting, training and supporting teachers;
 - Collaborating with teachers for long-range and short-term planning of curriculum, lessons and activities (Workshop Rotation Model);
3. Attend monthly meetings of Children and Youth Committee and assisting with the development of budgetary requirements and responsibilities;
4. Participate in Sunday morning activities;
5. Perform other duties as required or requested by the pastor or the session.

Relationships: Relates to the pastor as head of staff, other staff persons; the Children and Youth Committee; and supervises the teaching staff and their assistants.

Qualifications: The DCE should have sufficient training and experience necessary to assist in the nurture of the life of the church. The DCE should be confident in their role and secure in their journey of faith. The DCE should be able to work effectively as part of a team when meeting with the congregation and staff, and be able to communicate with the surrounding population; the DCE will be able to demonstrate an ability to interact with both the congregation and staff in a positive and confidential manner, and should have a working knowledge of local and global ministries.

Performance Evaluation: A performance review of the director of Christian education (DCE) will be conducted annually by the pastor in coordination with the Personnel Committee and the session; this review will also include an annual review of the director of Christian education's compensation.

Title: Church Sexton

Purpose: To provide, on a part-time contractual basis the essential maintenance services for the church building and grounds.

Accountability: Accountable to the pastor as head of staff.

Responsibilities:

1. Keep the buildings clean and well maintained on the inside and outside.
2. Provide some grounds maintenance functions as time and other duties permit or as required by the pastor and appropriate committee(s).
3. Perform minor repairs to masonry, electrical system, plumbing, and immediate temporary repairs in an emergency.
4. Keep the relevant committee informed of major repairs needed.
5. Perform other duties as required.

Relationships: Accountable to pastor as head of staff and appropriate committee in the performance of his/her responsibilities.

Evaluation: Because this position is maintained on a contractual basis, no performance reviews are conducted.