

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 Diaconate and the Stephen Ministers.
7. Working with and through the Director of Children and Youth Ministries and 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.

Revised 08/17/2021

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.

Revised 08/17/2021

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 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 congregation, 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 their 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.

Revised 08/17/2021

Title: Accountant

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 accountant 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 accountant 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 accountant's compensation.

Revised 08/17/2021

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 Assistant Director of Music Ministries.

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 Assistant Director of Music Ministries.

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.

Revised 08/17/2021

Title: Assistant Director of Music Ministries

Purpose: To provide appropriate piano music, on a part time basis, for worship and at other times as may be appropriate. To assist the Director of Music Ministries in their responsibilities.

Accountability: Accountable to the pastor as head of staff, through the Director of Music Ministries (DoMM).

Responsibilities:

1. Plan, prepare, and play music liturgically appropriate to each service of worship including prelude, interludes, postlude and other music as required in the liturgy.
2. Lead the congregation from the keyboard in singing hymns.
3. Accompany the choir and DoMM in singing scheduled music.
4. Attend and accompany choir rehearsals; occasionally take responsibility for leading and accompanying choir rehearsals.
5. Rehearse hymns, service music, solos, and anthems sufficiently for optimum performance at the piano.
6. Participate in seasonal worship planning meetings with program staff; meet with the DoMM, pastor, and/or other staff for ad hoc planning/discussions.
 - a. Collaborate with DoMM and pastor to select congregational music, including hymns and responses, for DoMM and pastor's approval
 - b. Assist in planning and leading twice-monthly weeknight (and anticipated Sunday morning) contemplative services; and planning other special services, e.g., Longest Night.
7. Direct the choir during worship in the absence of the DoMM; occasionally lead the congregation in song.
8. Work with DoMM to schedule, coordinate, and arrange music for volunteer instrumentalists in worship.
9. With the assistance of the Director of Music Ministries and pastor, arrange for a substitute pianist for anticipated absences.
10. Prepare appropriate music for weddings and special services (Normally will be given first option to play for these services).
11. Perform 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 their responsibilities.

Evaluation: A performance review of the Assistant Director of Music Ministries 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 their compensation.

Revised 08/17/2021

Title: Director of Children's and Youth Ministries

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

Part-Time Salaried Employee (Approximately 20 hours/week)

Accountability: Accountable to the pastor as Head-of-Staff.

Responsibilities:

1. Education Programs: In coordination with the pastor and the Christian Education committee, plan the Christian education programs for children and youth, as well as train church members for the task of teaching and leading Christian education in a shared capacity.
 - a. Plan, implement, and lead or secure leadership for youth groups (Tween, Middle School and High School)
 - b. Plan, implement and lead or secure leadership for church-wide retreats
 - c. Plan, implement and lead or secure leadership for additional children's or youth programs, as tasked by the Christian Education committee or Session.
2. Committee: Attend monthly meetings of Christian Education Committee and assist with the development of budgetary requirements and responsibilities.
3. Worship: In coordination with and participating in Sunday morning and other worship services.
 - a. Plan, implement, and secure volunteer assistance for the Sacred Art Table.
 - b. Coordinate nursery care for infants and toddlers (children under 4)
4. Supervision: Provide supervision for youth assistant and nursery staff
5. Child Protection Policy: In coordination with Session or designated committees, design and implement a child protection policy and provide training for all volunteers working with children and youth.
6. 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 Christian Education Committee; and supervises youth assistant, nursery staff, and children's and youth volunteers.

Qualifications: The Director of Children's and Youth Ministries should have sufficient training and experience necessary to assist in the nurturing of the life of the church. The director should be confident in their role and secure in their journey of faith. The director 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 director 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 Children's and Youth 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 director's compensation.

Revised 08/17/2021

Title: Director of Handbell Choirs

Purpose: To provide appropriate handbell music for worship. 6 hours per week (1.5 at Wednesday choir, 1.5 at Sunday worship, 3 hours of preparation)

Responsibilities:

1. Plan, prepare, and have handbell choirs offer music liturgically appropriate to each worship service, as required in the liturgy. This will include anthems, Offertory, hymns and responses that vary seasonally.
2. Add handbells to scheduled choral music as requested by DoMM.
3. Lead weekly handbell choir rehearsals from August – early June.
4. Participate in seasonal worship planning meetings with program staff; meet with the DoMM, Pastor, and/or other staff for ad hoc planning/discussions.
5. Arrange for a substitute director for anticipated absences.
6. Provide instruction to members of the handbell choir to teach all ability levels.
7. Continue to maintain and grow the membership of the handbell choirs
8. Ensure handbells are appropriately maintained and cared for.
9. Perform other duties as required/requested.

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 their responsibilities.

Evaluation: The Pastor—in coordination with the Director of Music Ministries, the Personnel Committee, and the Session—will conduct a performance review of the Assistant Director of Music Ministries annually; this will include a review of the adequacy of the Handbell Choir Director's compensation.

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Title: Church Sexton

Purpose: To provide, on a part-time 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 their responsibilities.

Evaluation: A performance review 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 sexton's compensation.

Revised 08/17/2021

Title: Youth Assistant

Purpose: To co-lead weekly youth activities designed to foster the faith development of middle and high school students involved in the life of the church.

Accountability: The position will be accountable to the Director of Children's and Youth Ministries.

Responsibilities:

- Co-design and lead youth programming in coordination with Director of Children's and Youth Ministries on Sunday evenings
- Meet weekly with the Director of Children's and Youth Ministries to plan
- Attend Sunday worship to lead when needed

Qualifications:

- Experience in working with youth
- Familiarity with or membership in a PC(USA) Church
- Flexibility and creativity
- Dependability
- Microsoft Word and PowerPoint proficient
- Must pass background check and attend required safety trainings upon hiring

Employee will work 4-5 hrs. per week, mostly on Sunday afternoons and evenings.

Compensation

Stipend of \$500/month

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Title: Nursery Worker

Mission: To provide safe, nurturing childcare for children ages 0-4.

Hours: 2-4 hrs. on Sunday mornings (as determined by the CE committee)

Compensation: \$25/hour

Job Duties:

- Provide safe childcare for children in the nursery space
- Follow COVID19 safety protocols set by the Session
- Screen children for COVID19 symptoms before entering the nursery
- Ensure parents sign their children in and out of the nursery each Sunday
- Contact parents via text during the worship service or activity if concerns arise
- Conduct enhanced cleaning of the nursery space following procedures determined by the CE Committee

Job Requirements:

- Experience working with children ages 0-4,
- CPR/First Aid training
- COVID19 vaccination

Accountability: The position is accountable to The Director of Children's and Youth Ministries at Chapel in the Pines Presbyterian Church.