

**EASTMINSTER PRESBYTERIAN CHURCH**  
**Ventura, California**  
**POSITION DESCRIPTION - DESIGNATED PASTOR**

**GENERAL DESCRIPTION**

Under the headship of Jesus Christ and the guidance of the Constitution of the Presbyterian Church (USA), the Designated Pastor of Eastminster Presbyterian Church is an ordained Minister of Word and Sacrament, and functions as a solo pastor as that position is defined in the Constitution of the PC(USA) (the Book of Order). He or she heads the staff and moderates Session, and together with them leads the members of Eastminster Presbyterian Church (hereafter “EPC” or “the Church”) in fulfilling the great ends of the church of Jesus Christ as expressed within the Mission Statement of EPC.

The Designated Pastor is responsible to the Session and to the Presbytery of Santa Barbara for developing leaders and disciples who will be responsible for the coordination, nurturing, development and administration of EPC’s new or ongoing programs. In meeting this responsibility, the Designated Pastor will normally be expected to exercise leadership in the areas of public worship, effective care of the congregation, community outreach, Christian education, and church administration. In addition, he or she will continue to grow spiritually in both professional and personal life.

It is expected that the Designated Pastor will develop and maintain a pastoral relationship with the congregation, community and the staff. As such the pastor will model, support and enable efforts to share the Good News of a loving Triune God, and will serve EPC’s diverse congregation. Moreover, the Designated Pastor will endeavor to create an environment where the leadership of the church engages in caring and trusting relationships with the congregation, community and the staff.

The Designated Pastor’s role and responsibilities may be further identified from time to time, as indicated by the Church’s needs and by the mutual agreement between the Designated Pastor and the Session, with the concurrence of the Presbytery’s Committee on Ministry, so long as such agreement does not conflict with the provisions of the Book of Order or the Terms of Call. The roles required for this position are pastoral, administrative and representational as defined below.

**AREAS OF SPECIFIC RESPONSIBILITY**

**PASTORAL**

The Designated Pastor is called to provide general oversight of the Church, and is charged with the following duties and responsibilities:

- In accordance with the Book of Order, work collaboratively with the standing Worship Committee, plan and lead the various worship services of the Church, focusing on worship as the

heartbeat of the Church, which proclaims God's reign on earth and is the starting point for discipleship of the Church's current diverse membership.

- Proclaim the Word of God on occasions established by the Session, seeking to integrate the spoken word with all elements of the worship experience and provide leadership in seeking qualified persons to fill the pulpit and conduct services when the Pastor is absent.
- Administer the Sacraments, working with the Worship Committee and other appropriate groups to ensure that the elements are prepared for Holy Communion and that Baptisms are sanctioned by Session and planned as a part of community worship.
- Work with Session to formulate a vision and strategy, based on God's leading of the Church, to equip the leadership in deploying all of the Church's human and material assets and talents to their best possible use in working for Christ's Kingdom on earth.
- Support and oversee Session as it seeks to expand the Church's current missions and ministry to reach out to the community, with particular emphasis on reaching the unchurched or never churched.
- Collaborate and guide the Session as it seeks to enable the membership of the Church to develop and implement spiritual discipleship and fellowship programs that serve the diverse needs of the Church, in order to bring glory to God and to expand His Heavenly Kingdom on Earth.
- Perform marriages and ensure that adequate pre-marital counseling takes place.
- Train and oversee the deacons and elders and ensure that the sick and grieving in homes and hospitals are given proper spiritual nurture.
- Ensure that contact is made with inactive members and prospective members, and that members of the Church are active in inviting them into the community of the Church.
- Officiate at funerals and memorial services and ensure an appropriate witness to the resurrection in these services.
- Provide pastoral care and counseling where required; and refer persons in need of specialized counseling to appropriate resources within the Church and the community.
- Teach the Word of God; and encourage the ongoing Christian education of the body, through Bible study, classes or small groups.

- Facilitate the establishment of social outreach programs to the community on behalf of the Church.
- Advise and facilitate the ongoing missions programs, both local and international. Participate in such programs as personal time and the needs of the Church allow.
- Engage in ongoing personal study and spiritual development in order to prepare for improvement in preaching, counseling, teaching, and administration.
- Model by example the practice of prayer, study and spiritual disciplines that lead to deepening personal growth in the faith, and love of Christ.

## **ADMINISTRATION**

**Session** - As the minister and chief ecclesiastical officer of the Church, the Designated Pastor shall:

- Serve as Moderator of the Session.
- Enable the development and strengthening of the organization of the Session and the leadership capabilities of the Elders.
- Ensure that Session is familiar with, and works under the guidelines provided by the Book of Order and Book of Confessions of the Presbyterian Church (USA).
- Ensure that parliamentary procedure, as outlined in Robert's Rules of Order, is followed during Session and congregational meetings with the assistance of the Clerk of Session.
- Work with the chairman of Committees of the Session to carry out the Church's various functions, and continually assess to be sure the stated goals of the Session are being carried out. Serve as needed as ex-officio member of the standing Committees of Session, with the authority to appoint members of staff to represent him or her on designated committees.

**Staff** - As the Head of the Staff, the Designated Pastor shall:

- Work to build teamwork and trust within the staff. Encourage them spiritually, professionally and personally, in order to support them in glorifying God in all they do on behalf of the Church.
- Supervise and coordinate all work of other members of the staff.
- Recommend staff additions, corrective actions and staff terminations to the Personnel Committee and the Session at such times as these actions may seem necessary, appropriate, or desirable.

- Assist the Personnel Committee to develop, modify, and keep updated written job descriptions for all staff members and volunteer positions. Provide thoughtful and timely performance evaluation input to the Personnel Committee.
- Make temporary changes in staff duties and responsibilities as necessary to ensure proper functioning of the Church, reporting such actions to the Personnel Committee and the Session for their advice and counsel.
- Act as liaison between Staff, Session and Deacons, communicating Staff and Deacons' needs and concerns to the Session, and communicating Session decisions and activities to Staff and Deacons as appropriate for open and timely dissemination of information.
- Encourage a spirit of cooperation and shared purpose among these vital arms of the Church leadership.

## **REPRESENTATION**

**Presbytery** - As a member of the Presbytery the Designated Pastor shall:

- Attend the regularly scheduled meetings of the Santa Barbara Presbytery, and report on the activities of Presbytery to the Session in an appropriate and timely manner.
- Encourage Elders to attend Presbytery meetings so that the Church is represented by its designated quota of Elder Commissioners to meetings of the Presbytery.
- Serve in such capacities as the Presbytery may request or direct.

**The Larger Church** - As the Church is but part of the larger church of the Presbyterian Church (USA), the Designated Pastor shall:

- Heighten the awareness of the congregation to the uniqueness of the PC(USA) and to the privileges, responsibilities, and opportunities it provides through its connectional nature to be part of a World-Wide mission.
- Work with the Session in communicating information concerning special offerings, as requested by the higher governing bodies of PC(USA).

## **RESPONSIBILITY AND COMPENSATION**

- The Designated Pastor is directly responsible to the Session and to the Presbytery of Santa Barbara for developing leadership which acts to coordinate programs of the Church, and directly or indirectly assures that members and friends of EPC are nurtured and disciplined.

- The Designated Pastor is reviewed on a yearly basis under the guidance of the Personnel Committee, and the overall results of the review are reported to the Session.
- The terms of call (compensation and benefits) are reviewed yearly by the Session, and submitted to the congregation for approval.

#### **APPROXIMATE ALLOCATION OF PRINCIPAL DUTIES**

- 30% Preparation of regular worship services, special services, and sermons.
- 5% Oversight of pastoral care and counseling (including serving communion to shut-ins, hospital visits, home visits, and telephone calls).
- 15% Development of leadership, discipleship, Education and teaching.
- 25% Church administrative functions (including moderating Session, supervising and directing Church staff, meeting with committees of Session, and participating in Church programs).
- 10% Missions and outreach.
- 10% Personal growth and development.
- 5% Presbytery and PC(USA) activities.