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March 19, 2024

POSITION DESCRIPTION – WESTMINSTER PRESBYTERIAN CHURCH

Title: Senior Pastor/s

Employment Status: Full Time Exempt

General Function:

The pastor(s) will work with a small, but active congregation to grow our overall membership base. They will be a strong leader and have a vision for Westminster Presbyterian Church, making it into a missional church. The position requires that the pastor will expand outreach to the wider community, doing so by supporting and building upon existing WPC structures of staff and volunteers with whom the pastor will work closely. They will become familiar with the surrounding neighborhood, and the greater Pasadena area, to lead us to engage and minister to in-person, online, and future congregants. The pastor will work with the session to provide oversight for all church programs including worship, evangelism, education, and stewardship.

Reporting Relationships:

The pastor(s) is head of staff and will moderate Session, lead staff meetings, and attend meetings of committees of Session. The pastor(s) will provide clear expectations and communication between congregation, session committees, staff and tenants. Currently, the staff is comprised of: Music Director, Facilities Manager, Office Manager, Events Manager, Media Specialist, Bookkeeper, and Treasurer.

Responsibilities:

1. Worship

- Provide worship leadership on Sundays including preaching, writing/choosing prayers, and coordinating music with the Music Director.
- Design creative sermons and/or worship experiences.
- Work closely with the Worship and Music committee.
- Develop special services in accordance with the church year.
- Administer communion regularly throughout the church year.
- Provide worship opportunities that engage the community and go beyond the walls of the sanctuary.
- Reach out in worship by making services more accessible, relevant, and joyful.

2. Local Mission

- Lead the congregation in strategizing engagement with our neighborhood, tenants, and online followers in mission work.
- Work with the existing missions of the church including officiating at baptisms, weddings, and funerals.
- Support the work and mission of the Westminster Counseling Center.
- Connect with the greater Pasadena community to better understand where WPC can help meet community needs, such as hunger, homelessness, and social justice issues.
- Interact with other Pasadena-area faith-based organizations to better understand our shared response to these community needs.

3. Administration

- Serve as Head of Staff including scheduling, conducting staff meetings, and working with these positions as follows:
 - Music Director - to coordinate worship service music.
 - Facilities Manager - to keep informed of issues regarding the buildings, grounds, tenants, and users.
 - Office Manager - to coordinate and keep an updated Master Calendar, complete weekly bulletins, e-newsletters, and other communications, including the creation and printing of banners, flyers, brochures, information sheets, etc.
 - Events Manager - to coordinate events held at the church in which the pastor is involved (weddings, funerals, etc.), including submitting civil licenses to the appropriate county office.
 - Media Specialist - to coordinate and disseminate our online services.
 - Bookkeeper and Treasurer - to ensure that all fiscal responsibilities are met, including an annual stewardship campaign.

4. Pastoral Care

- Be warm, personable, and outgoing.
- Provide planned and emergency visits to support congregants in times of need.
- Provide communion and worship opportunities to congregants at home as needed.
- Work collaboratively with Deacons as needed.

5. Spiritual Development and Education

- Foster the spiritual development of congregants.
- Lead adult education classes, Bible studies, and/or prayer groups.
- Support Christian Education committee and Christian education opportunities for children, youth, and adults.
- Engage youth in church worship and activities.
- Offer spiritual services to organizations and communities using the facilities.

6. Desired characteristics, skills, and gifts:

- Be gifted in preaching and teaching.
- Be trained in spiritual formation, Christian education, and counseling.
- Be gifted and skilled in outreach, hospitality, and fostering interpersonal connections.
- Be skilled in effective communication and writing.

Evaluation and Review:

The Session has a Personnel Committee. Each spring, the Personnel Committee reviews all job descriptions and performance, including that of the senior pastor(s). This committee makes salary recommendations to Session.

Salary & Benefits: See Terms of Call compensation package.