

ATTACHMENT B – Pastor For The Presbytery Job Description

JOB DESCRIPTION

Pastor For the Presbytery of Lake Huron

Status: Exempt part-time six-month renewable contract (Approximately 15 hours per week)

Purpose:

1. To provide pastoral presence and support for the Presbytery of Lake Huron (PLH) to assigned regions to, for, and with the following persons/entities:
 - a. Pastors, Associate Pastors, and Parish Associates
 - b. Commissioned Ruling Elders
 - c. Educators/Certified Christian Educators
 - d. Ruling Elders on Sessions of PLH congregations
 - e. Active Deacons of PLH congregations
 - f. Ruling Elders serving on Presbytery Council
 - g. Ruling Elders serving on Presbytery Teams, Committees, or Commissions
 - h. Presbytery Staff

Qualifications:

1. Have a minimum of 2 years of Pastoral Care Experience
2. Be a self-starter
3. Demonstrate ability to communicate clearly, both written and verbally, with the Presbytery-across multiple platforms
4. Knowledge of and ability to learn Presbyterian Processes
5. Ability to work as part of a staff team
6. Preferred PC(USA) Ordained Clergy

Accountability:

Accountable to the Head of Staff and the Personnel Team

Specific Duties and Responsibilities:

1. To provide pastoral support to staff members and church leaders as needed to the churches of your assigned regions
2. To have a check-in conversation with a staff member or church leader of the churches of your assigned regions at least once every four to six weeks
3. To gather and meet with assigned regions electronically or in person at least once a quarter for one to two hours for group building, encouragement, support, discussions, and prayer
4. To provide pastoral support to Presbytery Staff as needed
5. Attend all regular and special meetings of the Presbytery
6. Attend Presbytery Council meetings as needed

Evaluation:

There shall be, at a minimum, an annual performance, job description, and compensation review conducted by the Personnel Team in accordance with established Personnel Policies. The Head of Staff may provide input.