

# Pastor/Head of Staff

## Position Description

Effective: January 1, 2018

**Affirmation:** I acknowledge that I am a part of a ministry team at Vanderbilt Presbyterian Church that seeks to serve God and God's people. I am an integral part of how that vision is protected through my attitude, my service, and my daily tasks. In my relationship with the congregation and my coworkers, I commit to interact in a manner that reflects trust, caring, understanding, support, and shared purpose.

**Overview:** Provides important leadership and support, in conjunction with Session and staff, to meet the congregation's mission, program and ministry goals. Serves as Head of Staff and oversees/coordinates staff responsibilities and ministry.

**Supervises:** Associate Pastor, Director of Music, and Business Manager

**FLSA:** Exempt

## Minimum Qualifications:

- Ordained Minister of Word and Sacrament in the Presbyterian Church (USA) or denomination in full communion covenant relationship required.
- Doctoral degree preferred.
- Eight years full-time pastoral ministry experience in at least two churches.
- Experience as Head of Staff supervising at least one Associate Pastor
- Experience serving a congregation having 400+ in membership and 150+ in weekly worship attendance.
- Salary: TBD: \$110,000--\$130,000 (*cash salary and housing*).

## Essential Functions:

### Worship/Preaching/Teaching

- Serve as primary preacher and coordinate overall worship and preaching schedule with the Associate Pastor and Director of Music.
- Challenge and encourage the congregation in their journey as disciples of Jesus Christ, promoting spiritual growth and involvement in the life of the church.
- Act as "theologian-in-residence" to ensure the message and ministry of the church is consistent with our Reformed Heritage and Presbyterian Polity.
- Lead congregation's spiritual and Biblical development.
- Coordinate officiating at baptisms, weddings, and funerals.
- Celebrate the sacraments.

## **Leadership**

- Preserve a common vision and mission for the church, leading to increased growth in membership and attendance.
- With the Spirit's leadership, help to foster a loving and inclusive Christian community.
- Support and encourage a shared leadership ministry model that increases and enhances lay involvement.
- Empower and inspire the congregation to get out into the community and beyond to be the body of Christ.
- Moderate the Session as it shepherds the spiritual, programmatic and administrative life of the church.
- Emphasize congregational communication by gathering and sharing information from the diversity of the church's leadership and membership.
- Serve as Head of staff to manage and guide the development and deployment of the church's pastoral and program staff.
- Conduct weekly staff meetings to coordinate the work of the staff, to encourage the sharing of ideas and skills, and to develop a team approach to ministry.
- Resource, with the Business Manager, the church's administrative work, provide support for the administrative functions and ensure that all legal obligations with regard to employment matters are fulfilled.

## **Stewardship and Finance**

- Promote and practices excellent stewardship of resources as a guiding principle in congregational life.
- Assist the congregation in understanding the gift of giving through preaching, conversation, and example.
- Lead and promote the annual fund campaign through the Stewardship Team.
- Participate in church wide capital fund campaigns as necessary.
- Encourage and promote gifts to support the church's ministry through Special Giving and Planned Giving Teams.

## **Councils and Ecumenical Work**

- Moderate Session and participate as a valued member.
- Fulfill responsibilities to Presbytery/Synod/General Assembly.
- Maintain a commitment to ecumenical and interfaith activities.

## **Other Responsibilities**

- Support the Associate Pastor, Deacons, Congregational Care Team and Stephen Ministers in a comprehensive program of congregational care.
- Attend and support church functions.
- Be available for visiting and counseling as appropriate.
- Be involved in the life of our community as a witness of the church and Jesus Christ.

## **Compensation**

While money is not everything, it is something important. Because we do not want money to get in the way of our shared ministry and your sense of calling, we believe it best to be upfront with you and vice versa.

We are advertising a Minimum Effective Salary of \$110,000. This level of compensation is designed for the minimum requirements of education and experience. Our Maximum Effective Salary is \$130,000, which would be appropriate for an accomplished candidate with established expertise as well as additional experience.

### **Qualifications for Minimum Effective Salary** *(\$110,000 for salary and housing, excluding benefits)*

- Ordained Minister of Word and Sacrament in the Presbyterian Church (USA) or a denomination in full communion covenant relationship required.
- Doctoral degree preferred.
- Eight years full-time pastoral ministry experience in at least two churches.
- Experience as Head of Staff supervising at least one Associate Pastor.
- Experience serving a congregation having 400+ in membership and 150+ in weekly worship attendance.

### **Considerations for Maximum Effective Salary** *(\$130,000 for salary and housing, excluding benefits)*

- Additional experience in pastoral and/or related ministries.
- Doctoral and/or other advanced degrees.
- Expertise in particular specialized fields (*counseling, fundraising, etc.*).

As stated above, the Effective Salary includes your salary and housing; you will determine the division between the two. Our community offers many options for housing to fit your family's needs. We will gladly provide any additional information you may desire. Please don't hesitate to ask.

In addition to this figure, we will also provide full participation in the Board of Pensions for health, life insurance, and retirement. Additionally, we will reimburse reasonable travel and professional expenses and continuing education costs incurred. We will also provide a SECA offset. The specific parameters of these items, which are in addition to the above-stated Effective Salary figures, will be established during our interviewing process.

Some pastors choose to set up Salary Reduction Agreements in which a portion of Effective Salary is placed in reimbursable accounts to provide non-taxable benefits – additional retirement savings, etc. – as a way to minimize their tax burden. Realizing that each pastor's situation is different, we will be happy to discuss establishing such arrangements at your request.

We understand that compensation is an important part of your consideration. We are happy to discuss your particular situation and seek ways we can be flexible to accommodate your needs.

If you are the person we seek, we will be fair with you and do everything in our power to help you and your family acclimate to our beautiful community, which has much to offer. Happy people make happy pastors and they are the ones who lead happy congregations!

## **Serving with Our Session**

The Session at Vanderbilt is a uniquely gifted group. Our membership affords us with ample professionals whose expertise and experience is a considerable and valuable resource. We call upon members to lead and serve our congregation—as members of Session and in many other ways. They are highly-talented individuals who work best with a leader who understands and empowers as well as leads. Session at Vanderbilt is comprised of spiritual, dedicated and diverse servant leaders for our church, that includes retired executives from the private and public sectors; educators at all levels of schooling; leaders in industry, finance, government and the community; parents of school-aged children and many with grown children. Reports from the Ministry Teams and our large, active Board of Deacons help Session conduct very productive monthly meetings where the discussion is spirited, respectful and guided by our deep Christian faith. Our "Session Covenant" (*See [Mission Study](#)*) helps us to maintain a community and climate of worship so that the central question is not "What is the group consensus?" but "What is the leading of Christ in our midst?"

In 2017, our Session engaged in an intentional interim process which resulted in our congregation's increased focus on the health of the church physically, spiritually, and financially. Because of this, with God's guidance and aid, we have achieved all eight of the identified benchmarks (*See [Mission Study](#)*) in this process. This has positioned Vanderbilt to be ready and excited for new leadership. We trust that God will call a Pastor/Head of Staff who will be gifted in both preaching and administration, and embrace the goal of inspiring current generations toward deeper faith in and service for Jesus Christ.

Session also has annual retreats to assess our progress in meeting our vision, mission and goals and to agree on priorities for the next year. With pastoral and lay leadership, Session continually seeks to discern God's will for Vanderbilt through prayer, hard work and continued dialogue with the congregation.

This session appreciates being challenged to greater heights—and sometimes even surprises itself!