



POSITION DESCRIPTION – SOLO PASTOR

About: We are a community deeply rooted in the love of God’s Son, Jesus Christ (Colossians 2:6-7). Established in 1881, we have journeyed through over 140 years of both triumphs and challenges as a congregation. Through it all, we believe that God has consistently shown His faithfulness, regardless of our circumstances. In response to His unwavering love, and driven by our commitment to follow Jesus Christ and live in the power of the Holy Spirit, we gather to celebrate, sing praises, offer thanks, confess our sins, and seek God’s guidance for the unique purpose He has for us in this moment (Esther 4:14).

Position Description: Believing in the transforming power of God’s word and prayer and having experienced God’s grace, mercy, and forgiveness, the Pastor leads the congregation in spiritual growth as we live to know Jesus, live in the Spirit, and join in the Father’s work in our community and in the world. The Pastor is responsible for planning and leading worship services, offering pastoral care to those in need, overseeing the church’s governance, teaching God’s Word, and serving as the chief leader for office staff.

Essential Duties & Responsibilities:

- Worship:
 - Write, prepare, and deliver relevant sermons grounded in scripture during worship services
 - Plan weekly Order of Worship
 - Write the Call to Worship, Confession, Assurance of Pardon, prayers, etc.
 - Select Scripture reading
 - Select hymns, in coordination with Music Director and Accompanist
 - Administer the Sacraments of Communion and Baptism
 - Prepare and preside over additional services (including ecumenical) throughout the year
 - Prepare and conduct weddings, funerals, memorials, and graveside services as requested
- Leadership:
 - Convene and moderate monthly Session meetings
 - Convene and moderate congregational meetings, as needed
 - Provide leadership for the spiritual growth of the congregation
 - Participate as an active member in the Presbytery of Western Colorado and its Clusters
 - Faithfully attend Presbytery meetings
 - Attend and advise Board of Deacons meetings, estimated at 10 meeting per year
 - Attend, when possible, committee meetings and advise them as necessary
- Pastoral Care:
 - Provide counseling and spiritual guidance to congregational members and their families
 - Be available for pastoral counseling on an as-needed basis
 - Conduct periodic group gatherings of members and new members
 - Visit and serve communion to home-bound, hospitalized and convalesced members, with the assistance of an Elder or Deacon
 - Post and maintain regular office hours
 - Respond to “at home” and hospital emergencies in a timely manner
 - We encourage our members to invite the Pastor and family into their homes, small groups, and other fellowship venues, with the understanding that the Pastor’s time is precious and limited and the Pastor may not always be available
- Teaching:
 - Train Elders and Deacons to lead the church towards spiritual growth, caring for one another and building relationships focused on our mission
 - Organize and conduct new members and confirmation courses as needed



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- Support and participate in regular fellowship events
- Mentor and guide the Children's and Youth Ministry Leaders to foster the growth of youth programs
- Each year, lead at least two adult Sunday School courses of 4-6 weeks in length
- Assist Team Christian Formation in planning teaching events for the congregation
- Conduct refresher training for Elders and Deacons as required
- Fellowship:
 - Establish a supportive presence in the community
 - Work alongside Outreach Committee to actively engage with the community in order to grow the church
- Administration:
 - Work with and assist all staff members and committees to achieve goals connected to spiritual growth, growth in worship attendance, and increased giving
 - Cheerlead, celebrate, and hold accountable the committees and community as they live as faithful witnesses to God's Kingdom
 - Oversee and guide the work of Church staff, and lead weekly staff meetings
 - With the assistance of Team Staff Support, conduct annual personnel reviews to include scope of responsibility, performance, and work environment

Minimum Requirements:

- Education and experience:
 - 5+ years of ministry experience
 - Seminary degree required
 - Must be ordained as a minister in one of the following denominations:
 - Presbyterian Church (U.S.A.)
 - Reformed Church of America
 - United Church of Christ
 - Evangelical Lutheran Church in America
 - Experience leading middle school, high school, and college youth programs
- Knowledge, skills, and abilities:
 - Must be in good standing with their Presbytery and governing body of that denomination (if not a PCUSA pastor)
 - Excellent communication and orator skills
 - Demonstrates excellent one-on-one conversational skills
 - Ability to offer comfort to the congregation
 - The ability to positively relate to all ages (adults, youth, and children)
 - Skilled in pastoral care and counseling
- Personal characteristics and qualifications:
 - Passionate, Spirit filled, gifted, and biblically/theologically grounded proclaimer of God's Word
 - Demonstrate administrative gifts to partner with and supervise program and office staff
 - Empathetic and compassionate
 - Responsible, reliable and organized
 - Energetic, outgoing and friendly

Staff Supervision & Leadership Coordination:

- Administrative Staff:



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- Administrative Director
- Financial Director
- Music Director
- Organist / Pianist
- Children's Ministry Leader
- Youth Ministry Leader
- AV Technician
- Board of Elders:
 - Clerk of Session
 - Moderator, Team Staff Support
 - Moderator, Team Christian Formation
 - Moderator, Team Facilities
 - Moderator, Team Worship
 - Moderator, Team Finance
 - Moderator, Team Outreach and Fellowship
 - Moderator, Team Mission
- Board of Deacons
- Committee on Ministry, Presbytery of Western Colorado

Compensation & Financial Support:

- Compensation shall include Salary, Housing Allowance, Medical Coverage, and Pension Benefits consistent with the candidate's experience, qualifications, and the guidelines established by the Presbytery's Committee on Ministry.
 - Auto mileage shall be reimbursed for actual mileage at the rate established by the Presbytery of Western Colorado.
 - Pastor is encouraged to participate in continuing education, seminars, and conferences, and to share the insight and fruits of knowledge gained with the church leadership and congregation.
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In Support of our Pastor, the Congregation, Leadership, and Staff of First Presbyterian Church pledge to:

- Provide regular financial compensation according to the terms in the contract,
- Pray for and support our Pastor in their Ministry,
- Actively participate in the life of the Congregation,
- Actively work to grow the Congregation and participate in activities,
- Participate in the Leadership and administration of the Church,
- Actively engage in implementing new ideas and programs,
- Support one another in our faith journey and in our roles in the Church, and
- Pray, sing, and celebrate with and for one another in the name of the Lord.