

First Presbyterian Church of Berkeley
Senior Pastor / Head of Staff
Exempt, Full Time, Benefits
Priority Deadline to apply: June 1, 2019

Position Title: Senior Pastor / Head of Staff

Date: March 2019

Job Summary

The Senior Pastor / Head of Staff provides pastoral leadership in preaching and teaching the Word, administering the sacraments, equipping and enabling the people of God in worship and service, exercising care for those in need, and sharing in the ministry of the church in governing bodies and ecumenical relationships. The Senior Pastor / Head of Staff also provides, in consultation with the Session, administrative leadership for the church in areas related to strategic planning, leading development, communication, budgeting, organizing, staffing, supervising, and evaluating the ministry of the church.

Major Responsibilities/Activities

Preaching, worship and the sacraments (35%)

- Preach at least 32 Sundays per year.
- Bear responsibility for worship service planning processes and implementation.
- Direct the preaching schedule, allowing adequate planning time (~6 months+) for church staff.

Church administration (30%)

- Assume overall administrative leadership of the church in consultation with Personnel Committee and Session.
- Pastor staff including supervising, coordinating, mentoring, and evaluating them, for the sake of achieving the church's mission and vision.
- Moderate Session.
- Serve as staff liaison, unless otherwise delegated, for teams and/or committees related to personnel, strategic planning, finance, stewardship, church officer nominations, staff searches, and worship.
- Work collaboratively with the Session in the design and implementation of strategic planning processes.
- Train lay leaders and build up teams in ministry.
- Actively promote and disseminate the church's mission, vision, and core values.
- Participate in church programming.

Spiritual formation & community building (15%)

- Support staff and lay leaders in the spiritual formation of the congregation.
- Be visible in the programming of the church.
- Build and strengthen pastoral relationships with members and friends of the church.

Pastoral care (10%)

- Visit those confined to their homes and in hospitals.
- Counsel, on a short-term basis, those in need.
- Conduct weddings and memorial services.

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Ecumenical, community and church activities beyond First Pres Berkeley (10%)

- Maintain visibility in the community and promote projects consistent with the church's mission.
- Participate, as beneficial, in ecumenical and interfaith relationships.
- Serve governing bodies beyond the Session as authorized by the Session.

Reports to: Session, with input from Personnel Committee

Direct Reports: All Associate and Supply Pastors; Executive Director of Operations

Minimum Requirements

Education: Bachelor's Degree and Master's of Divinity or higher

- A deeply Christ-centered life as a disciple and pastor
- Eight years or more of pastoral experience
- Five years of managerial experience with church staff reports
- Understanding of the importance of clear, biblical teaching and can communicate effectively to a diverse congregation (cross-generational and multi-cultural)
- Demonstrated experience of working well with a talented and energetic Session and staff; effective engagement in discussion, and capacity to work collaboratively
- Excellent leadership skills and the ability to provide stable leadership
- Experience developing strategies and plans for stewardship, budget, and personnel
- Collegial and relational
- Strong communication and interpersonal skills
- Experience with a large, multi-staff church
- Comfort with the complexities of a church community in a location such as Berkeley
- Experience with a church and university/college interface is also welcome
- Must have (or secure) permission to work inbounds in the PC(USA) Presbytery of San Francisco

First Pres is committed to equal employment opportunities. All candidates will be considered based on the gifts they bring to ministry, not on their gender, race, ethnic background, age, disability, or marital status.

Note: Nothing in this job description restricts the right of First Presbyterian Church leadership to assign or reassign duties and responsibilities to this job at any time.

How to Apply:

- Log on to the Church Leadership Connection website at <https://clc.pcusa.org/admin/Login.aspx?ReturnUrl=%2f> to submit Personal Information Form, OR
- Submit your Cover Letter and Resume to the Pastor Nominating Committee at pnc@fpcberkeley.org

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Rolling review upon receipt. Early applications are encouraged.
Job offer will be contingent on passing a criminal record background check.