

**First Presbyterian Church (FPC)**  
**Bandon, Oregon**  
**Long-term Supply Pastor**

**Position Title:** Long-term Supply Pastor

**Status:** Full-time (negotiable)

**Position Summary:**

The pastor provides spiritual leadership, pastoral care, administrative oversight, organizational direction, a ministry support for elders, deacons, and volunteers who are leading church programs and doing community ministry/service.

**Summary of Essential Functions**

- \* Worship: Provide spiritual messages, liturgy, administration of the sacraments, and direction to the pianist.
- \* Leadership: Provide active leadership for the Session and the congregation and articulate a clear vision reflective of our shared calling. The pastor will moderate the Session and support the deacons.
- \* Pastoral Care: Provide compassion, counsel, and support for all congregants as needed.
- \* Administration: Provide direction with PCUSA polity and play some active role in the Presbytery.
- \* Stewardship: Strengthen and build member faithfulness as Christian stewards.
- \* Community Service: Become known in the Bandon community. Assess needs and help the church facilitate the ministry of Christ to those in need.

**Accountability:** The pastor is accountable to God, the Session, and the Presbytery

**Qualifications:**

- \* Must enjoy initiating and sustaining relationships with members of the congregation and community.
- \* Demonstrate leadership skills, including the ability to organize and coordinate people and programs.
- \* Is able and committed to open communication.
- \* Exhibit a warm and welcoming presence and able to relate personally with congregants.
- \* Possess computer and technical skills commensurate to the job.
- \* Ability to write and deliver sermons relevant to our time and community.

**Key Competencies:**

- \* Demonstrate the ability to get along with other people.

- \* Exhibit a warm and welcoming presence.
- \* Deal with conflict in a professional manner.
- \* Remain flexible and adaptive.

### **Specific Responsibilities**

#### **Worship:**

- \* Develop a strong worship experience that is traditional but creative.
- \* Develop sermons and worship services that reflect Reformed and Presbyterian theology and make scriptures relevant to contemporary life.
- \* Provide for weddings, baptisms, funerals, and memorial services.

#### **Leadership:**

- \* Direct and supervise church staff.
- \* Ensure that instruction and spiritual development are provided for elders and deacons.
- \* Encourage planning, goal setting, and visioning with Session.
- \* Oversee new member classes.
- \* Inspire congregational commitment to the church stewardship (time, talent, and treasure) throughout the year.
- \* Establish and maintain a clear communication system with leadership, staff, and congregation.
- \* Encourage and support all committees of the church.

#### **Pastoral Care:**

- \* Provide a ministry of compassion, comfort and hope through hospital calls, home and hospice visitation, and crisis counseling.
- \* Listen and support congregation as needed.

#### **Administration:**

- \* Serve as the day-to-day administrator for FPC.
- \* Supervise the church's part-time staff, coordinating with the Personnel Committee/Session.
- \* Take appropriate administrative responsibility for developing and evaluating staff.
- \* Maintain regular and effective staff communication, direction, and coordination.
- \* Cultivate team spirit and shared objectives among the staff and volunteers.
- \* Moderate Session and provide active leadership and encouragement to Session.
- \* Work with Session in developing congregational policy.
- \* Moderate the annual congregational meeting or any called meeting of the congregation.
- \* Overall administration of the church in partnership with Session, including fiscal management of the ministry.

#### **Community:**

- \* Be a friendly, familiar representative of the church in the community and a bridge to connect people with the church.
  - \* Work collaboratively with other faith organizations and maintain ecumenical relationships.
- Be visible in the community, including involvement in service clubs, and/or other organizations as warranted.

For further information and/or questions, please contact:

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