



To Apply: Contact Dr. Edward Cummings clerk@epcpnw.org

Teaching Elder Job Description

Purpose: To provide spiritual, pastoral and administrative leadership, in order to guide the direction and life and ministry of the First Presbyterian Church.

Accountability: The Teaching Elder is accountable to the Session and to the Presbytery of the Pacific, EPC for his performance as a Teaching Elder, Minister of the Word and Sacrament.

Leadership Responsibilities:

- Demonstrate a commitment to the mission statement of FPC
- Participate regularly in the major adult ministries of the church: worship, small group adult education.
- Privately practice the spiritual disciplines of prayer, study, worship and the giving of tithes and offerings to the church.
- Seek to maintain a loving Christian relationship with one's spouse, children, parents, neighbors and co-workers. Participate in conflict resolution process if needed.
- Give symbolic leadership through attendance to those areas of church life that need the pastor's attention and presence.

Functional Responsibilities:

- **Worship**
 - To regularly preach and teach the Word of God and administer the Sacraments to the congregation.
 - To plan and lead worship with the Worship Director and the Worship Commission
 - To officiate at special services such as weddings, funerals, nursing homes services, etc.
- **Leading**
 - Session
 - Staff
 - Stewardship
 - Receive direct reports from Finance, Youth and Children's Leaders, Outreach Commission, Personnel Commission, B & G Commission, Fellowship C
 - Commission, Deacons and future director level roles.
- **Training**
 - Periodically leading or facilitate Adult Sunday School or other Adult meetings.
 - Work with Session to continue to develop their Christian Walk as well as their leadership qualities.

- **Connect to community wide groups – pastors and civic groups**
- **Lead our connection to the Presbytery**
- **Communication with our congregation**
- **Administrative Responsibilities:**
 - To oversee the administration and management of all areas of the congregation's ministry in consultation with the session, committees and staff as appropriate.
 - To support, supervise, manage and evaluate, in conjunction with the Personnel Commission, session, directors and congregation as appropriate.
 - Participate in the screening and hiring of non-ordained staff and calling or hiring of ordained staff as defined by the Book of Order.
 - To build a sense of team work among church staff and hold staff meetings individually or as a group as needed or scheduled to assure the coordination of the ministries of the church and facilitate communication.

Job Requirements and terms of call: Defined in relation to and established by EPC.

Updated 9/26/14