

Brookdale Presbyterian Church Position Description

Title: Senior Pastor/Head of Staff

Purpose: Provide spiritual shepherding, ministry direction and oversight to the congregation and staff of Brookdale Church

Accountability: The Senior Pastor is accountable to the Session through its Personnel Committee and to Mid-America Presbytery

Responsibilities:

- Lead worship services that enable the congregants to be captivated by the glory of God, to be moved by His presence, to be shaped by the rhythm of the gospel and to be invited into a relationship with Jesus Christ
- Model personal spiritual growth by disciplined study and worship
- Supervise, develop and empower the staff to become an effective team, each member reaching his or her highest potential; lead weekly staff meetings to provide opportunities for joint decision-making and team accountability
- In conjunction with the Associate Pastor, provide pastoral care to church members: visiting them in the hospital and nursing homes, counseling when needed, and providing spiritual support in crisis situations
- Participate in teaching the Confirmation Class (with the Student Ministries Director) and offering a membership class which clarifies what it means to be a Christian, a Presbyterian and a member of Brookdale Church
- Lead the Session as moderator in matters of vision, future direction and present ministry
- Serve as a resource for the Vision Ministry Leadership Team (Prayer, Worship, Spiritual Formation and Mission team leaders)
- In conjunction with the Associate Pastor, conduct requested funerals and weddings as true worship services; provide pre-marital counseling to promote a lasting, joyful and God-centered marriage
- Facilitate on-going, open communication within the church, including leadership or the various ministries and vision teams, staff deacons, elders and the congregation
- Advise the Board of Trustees in administering the building and grounds, including repairs, maintenance, insurance and legal matters
- Participate responsibly in the larger church with the St. Joseph area pastors association and the Mid-America Presbytery

Experience and Education:

- Master of Divinity degree from an accredited institution of Reformed Theology
- Ordination by the Evangelical Presbyterian Church (or transferable ordination)
- Experience as a Senior or Associate Pastor, including supervision of staff members and ministry leaders

Qualifications:

- Leadership skills characterized by reasonable supervision, discernment and effective communication among staff, lay leaders and congregants
- Interaction with individuals in approachable, relational ways, with a listening ear, while maintaining confidentiality
- Provision of effective expository preaching and understanding of the Bible based on Reformed Theology
- Ability to shepherd congregants and inquirers toward salvation and spiritual maturation with love and grace
- Proven aptitude for engaging in rigorous sermon preparation amidst a full range of other pastoral responsibilities
- Communication skills using software applications, including MS Word, Publisher and Power Point