

# JOB DESCRIPTION

## New Braunfels Presbyterian Church

**Title:** Senior Pastor/Head of Staff

**Purpose:** To model Christ's love, provide leadership and spiritual guidance as the head of staff.

**Accountability:** Accountable to the Session via the Personnel Committee

**Responsibilities:** Activities and responsibilities associated with the position of Senior Pastor/Head of Staff shall not be limited to the performance or oversight of the following:

**Worship:**

- Plan, lead and preach at regularly scheduled worship services including the sacraments of baptism and communion and special services.
- Officiate at weddings, funerals, and memorial services as requested.

**Pastoral Care:**

- Provide strong pastoral care including hospital visits, care home or home visits, calls, notes, email, meetings at church, counseling as requested and referrals for counseling.

**Pastoral Leadership:**

- Moderate Session meetings in accordance with the Book of Order.
- Equip and enable ruling Elders for ministry.
- Lead and meet regularly with Church Staff.
- Provide administrative support and work with Church committees to help them develop and reach defined goals and provide programmatic support.
- Attend meetings as appropriate. Suggest Trustees, Worship, Administration/Finance, Personnel, and others depending on staff support needs.
- Lead studies, classes and groups as needed.
- Communication: Write weekly worship email and other appropriate communication to congregation.
- Facilitate spiritual guidance for our licensed preschool and kindergarten program (Kid's Day Out) and lead chapel service as needed.

Attend Presbytery meetings and continue professional training via conferences  
Represent New Braunfels Presbyterian Church in the greater New Braunfels area

**Characteristics:**

Biblically and theologically competent  
Excellent communication skills, both written and oral form  
Skillful in leading groups and teaching  
Administratively competent (organized, self-starter)  
Good people skills (approachable, caring good listener, empathetic).

**Evaluation:** Performance evaluations will be conducted after six months of employment, and subsequently annually. The Personnel Committee will annually review the adequacy of compensation.

**Signed and Dated:** \_\_\_\_\_/\_\_\_\_\_

**Updated:** April, 2024