



CANYON CREEK

PRESBYTERIAN CHURCH

"Following Jesus by Building Relationships Wherever We Go"

Interim Senior Pastor (Salaried, Exempt, Full Time)

Job Description:

The Interim Senior Pastor will lead the Session and formulate the vision and strategy for the CCPC congregation to be a faith-filled place for worship, belonging, prayer, learning, service and support. In addition to being a Christ-centered leader, good communicator, motivator, team builder, and an inspired preacher and evangelist with a genuine pastoral heart, the primary areas of responsibility alongside the Staff and Session will be:

- Pastoral Care and Spiritual Growth
- Administrative Oversight
- Community Outreach and Missions
- Church Growth and Relevancy

The following functions describe the general nature and work expected for the Interim Senior Pastor. They are not intended to be an exhaustive list of all responsibilities as other duties may be requested or assigned. The Interim Senior Pastor reports to the Session and / or a committee designated by the Session.

Pastoral Care and Spiritual Growth:

- Models the priority of prayer and being led by the Holy Spirit in every aspect of the church life.
- Prepares and delivers sermons that are Biblically based, relevant to seekers and believers and compels the listener toward a deeper relationship with Christ.
- Administers the Sacraments while working with the Worship Committee of the Session
- Spends the necessary personal time in study, prayer and renewal to carry out the duties of Pastor and teacher.
- Visits the sick in homes, hospitals or other facilities as appropriate.
- Performs marriages approved by the Session and arranges pre-marital counseling.
- Officiates at services for the dead, attesting to the joy and gift of eternal life
- Teaches as appropriate.
- Provides spiritual guidance and encouragement to individuals and groups as well as crisis or short-term counseling.
- Models through personal actions what is spoken from the pulpit, in addition to being trustworthy, compassionate, approachable, personable and welcoming to everyone.
- Nurtures leadership in others at all levels through training, encouragement and spiritual development.
- Affirms the importance of reformed theology and upholds the constitutional standards of PCUSA.

Administrative Oversight:

- Exhibits a spirit of leadership that is cooperative, open and team oriented.
- Provides training, encouragement, guidance and oversight consistent with CCPC's mission and vision and that of the PCUSA.
- Serves as the moderator of Session and offers guidance, inspired vision, ideas and strategies as they make decisions and set policy for CCPC.
- Leads direct reports, all church programs and initiatives and congregants on behalf of the Session with the purpose of fulfilling the mission and vision of CCPC.
- Models effective, open and frequent written and verbal communication with staff, church leaders, committees and congregants. This includes the creation of an annual report.
- Recommends staff additions, terminations, changes in staff duties to the appropriate Session committee for their advice and counsel.
- Ensures the accurate and timely reporting of church financial reports.
- Coordinates with and supports the Director of North Star Learning Center

As Head of Staff:

- Plans for ongoing staff engagement and enrichment opportunities.
- Works with the Personnel Committee to evaluate Personnel policies, job descriptions, and staff evaluation procedures, updating them as necessary, and communicating them to the Session.

As Moderator of Session:

- Provides initial and on-going elder training for Session's leadership development that fully incorporates the *Book of Order*.
- Guides and supports the Session in policy, guideline reviews and implementation to have an approved up-to-date Manual of Administrative Operations, including the General Assembly mandated policies for sexual harassment; child, youth, and vulnerable adult protection policy; and an anti-racism policy. (G-3.0106)
- Supports the Finance Committee and Treasurer in their work to fully enable the Session to exercise its financial oversight responsibility from the *Book of Order* G-3.0205.
- Ensures Session minutes are in compliance with required annual reporting responsibilities that are reviewed annually by the Presbytery during the Annual Minute Review opportunities arranged by the Grace Presbytery Stated Clerk.
- Works in cooperation with the COM on appropriate ways to assist the congregation, Session and staff on healing and reconciliation during the pastoral transition.

Community Outreach and Missions:

- As a Matthew 25 congregation, our mission is to "Build Relationships Wherever We Go" in the name of Jesus Christ. This mission provides the framework for the following functions.

- Acts as an ambassador to our neighboring community and our larger DFW community with other pastors, faith leaders and community leaders (education, political, business, non-profit etc.)
- Inspires and models the importance of identifying community needs, finding ways to meet them and seeking truth and social righteousness locally and internationally.
- Exhibits openness and creativity as to how we can best be a church “without walls” – a central gathering place for our neighbors.
- Encourages the congregation to be involved in the life and mission of Presbytery and the larger church.

Church Growth and Relevancy:

- Focuses on evangelism and challenges CCPC congregants to do likewise with strategy, training, encouragement and creative programming that reaches the un-churched and seekers in our community.
- Provides leadership and vision on helping CCPC become a congregation and a place that positively impacts the community while promoting the love and grace that can be found in Jesus Christ.
- Helps the congregation grow spiritually, give more generously, understand and share Christ's gospel of love, belonging, grace, forgiveness and life eternal.

Organizational Structure:

Immediate Supervisor:	Personnel Committee
Pertinent Subordinates:	Associate Pastor of Congregational Life Director of Community Engagement & Play Director of Music Ministries Program Directors Finance Administrator Director of Facilities Administrative Assistants Director of North Star Learning Center
Workers with Similar Responsibilities:	Associate Pastors Department Heads

Universal Competency Requirements:

Adapted for the Presbyterian Church publication “Standards of Ethical Conduct,” approved by the 210th General Assembly, all employees of CCPC are expected to display the following qualities as summarized below:

1. **Integrity** – Employees are expected to be honest, truthful, respectful of others and supportive of the ministry of the church. Employees must refrain from gossip, abusive speech and exploitation of others. They should honor relationships while recognizing their own personal limits.
2. **Stewardship** – Employees are expected to be accountable, to use resources responsibly and to take appropriate actions within their responsibilities.

3. **Quality** – Employees should always exercise sound judgment in carrying out their responsibilities and spend their time on the most important functions of their job, thus producing the best possible results.
4. **Service to Others** – Employees are expected to use their authority and influence constructively and considerately.
5. **Balance** – Employees must maintain a healthy balance among their primary job functions, commitments to their families, other primary relationships and the need for spiritual, physical, emotional and intellectual renewal.

Core Competency Requirements:

1. **Communication** – Employee communicates openly in a timely manner; listens to others; speaks and writes clearly; shares information appropriately; keeps others well informed; encourages others to share contrary views; and responds to messages and requests promptly.
2. **Adaptability/Flexibility** – Employee deals effectively with change and uncertainty; copes well with stress and pressure; is patient; maintains a positive outlook; deals constructively with mistakes and setbacks; and looks for ways to help the organization.
3. **Teamwork** – Employee works together to achieve successful outcomes; seeks input from others and win-win solutions; supports a shared purpose; builds relationships; supports others to achieve success; and knows when to compromise and find mutually acceptable solutions.

To apply, please send your resume and information to the chair of the CCPC Interim Search Committee, Robert Hall at **rhall55@sbcglobal.net**