

## Pastor Job Description

### First Presbyterian Church - Napa

The First Presbyterian Church of Napa seeks a pastor who has a deep passion for the Lord, for the Bible, and for the congregation. This person will serve the congregation through organizational direction and administrative oversight and provide the spiritual leadership and vision that supports its mission. First Presbyterian Church of Napa exists to help people:

**Connect.....** to God and each other  
**Be Transformed.....** into followers of Christ  
**Serve.....** God and one another

### Primary Duties and Responsibilities

#### Word and Sacrament

- Provide an outstanding preaching and transformative worship ministry that serves to invite and attract new people into the church.
- Collaboratively plan and lead the worship services of the church.
- Preach the word of God, read and teach the scriptures, and engage people in study and witness
- Lead FPC to have a vibrant online presence that extends the ministry of the church.
- Administer the sacraments of baptism and the Lord's supper

#### Leadership

- As staff director, provide vision and administrative oversight to the staff, the session and the deacons. To do this, a team approach should be developed with all staff members (paid and unpaid) and with all ministry groups and leaders of the church.
- Moderate the session, communicating a clear sense of direction and equipping the leadership for ministry. This includes officer training and retreats.
- Serve as staff resource to the board of deacons, attending their meetings and providing support for their ministry of congregational care.
- Be accountable for developing a plan to grow the church in multiple ways - in diversity of ages and ethnicities, in the faith walk of committed members, and in the number of participating members.
- Teach bible study and membership classes.
- Create a church culture that embodies Christ's example of servant leadership.
- Lead the congregation in living out their vision and values both within the church and into the community.
- Lead officers, boards and committees in vision discernment and in long range and short-term planning and execution of their tasks by consulting, advising, coordinating and evaluating.

- Represent FPC at community speaking engagements and events and serve on boards of the denomination as appropriate.
- Communicate with the congregation through articles or announcements, written and spoken, using church newsletter, bulletins and worship services.
- Engage with other local churches in appropriate ecumenical efforts and witness. Be involved in other community agencies and programs as appropriate and in keeping with the congregation's vision and mission.

#### Pastoral

- Visit the sick, aged, and hospitalized, and foster congregational care by members, training and encouraging members to care for each other as an example of their love for Christ.
- Counsel families and individuals of the church, referring as appropriate to outside resources.
- Officiate at funeral and memorial services.
- Officiate at weddings and provide pre-marital counseling to couples.

#### Accountability

- Accountable to the Presbytery of the Redwoods and to the congregation. The Pastor is directly accountable to the Session.

#### Evaluations

- The personnel committee will evaluate the pastor annually. Reviews should be based on mutually agreed upon performance goals established at the beginning of the calendar year.
- The pastor will participate in the selection and hiring of staff members and the development of job descriptions, personnel policies and performance evaluations.
- All raises and corrective actions shall be based on the results of performance reviews.