

ASTON PRESBYTERIAN CHURCH PASTOR POSITION DESCRIPTION

EMPLOYMENT: Part time (1/2 time) estimated 20 to 24 hours per work week. Expected office hours 1-2 days/week.

SKILLS, KNOWLEDGE AND EXPERIENCE:

Primary experience and capabilities that the Pastor needs to perform his or her duties effectively at APC:

Provide spiritual guidance and development to our congregation

Respectful Leader & Effective Communication: The Pastor needs to be able to communicate with the people of the congregation and the community at large. The Pastor needs to have a strong and dynamic presence in the pulpit.

Administrative Leadership: We look to the Pastor to be responsible for the smooth functioning of all day-to-day administrative activities. Pastor should also be an effective moderator for Session meetings. The Pastor should be very knowledgeable of church administration and the Book of Order. The Pastor will also be responsible to maintain office hours. These office hours are negotiable.

Ability to help plan activities: The pastor should have the ability to help plan, organize, implement and evaluate various church activities.

Educational program: The Pastor should provide advice, guidance and leadership for this, our cornerstone of spiritual development. He/she should work with the Christian Education Committee to provide new members and confirmation classes to anyone wishing to join the church.

A visible sense of humor and enjoyment of fellowship activities are personal traits that our Pastor will find important in fulfilling the duties of this office. The Pastor should be enthusiastic and have a positive attitude.

PASTORAL ACTIVITIES:

The Pastor is expected to pursue these activities for our congregation:

Corporate Worship: We expect the pastor to conduct worship and administer the sacraments with careful preparation and respectful execution. The Pastor will also preside at baptisms, weddings and funeral services.

Pastoral care: Provide pastoral care along with the Elders, to the members of the congregation, including home communion with at-home friends.

Effective moderator of the Session.

The Pastor will be an active presence and support to the Daycare Learning Center.

Member of Presbytery: The Pastor must be a continuing member of the Presbytery of Philadelphia or a minister with permission to function within this Presbytery. The Pastor will also be responsible to the Presbytery of Philadelphia through the Committee on Ministry.

GOALS AND OBJECTIVES:

Provide spiritual guidance for people's faith journeys.

Sustain and continue to develop the richness with which we pursue our worship services, particularly our holiday services.

Participate in and support church fellowship activities such as Presbyterian Women Circle, the Choir and the St. Andrew's Group, etc.

Encourage broader participation in church leadership among our members.

Work with lay persons to attract new members from our community through outreach efforts.

Salary and benefits will be negotiated in line with Presbytery of Philadelphia guidelines. Aston Presbyterian Church is committed to providing equal opportunity employment to qualified applicants without regard to race, color, marital status, gender identity, sexual orientation, national origin, sex, age, disability, protected veteran status or any other status protected under federal, state or local law.