

**GRACE PRESBYTERIAN CHURCH**  
**57 SAND HILLS ROAD, KENDALL PARK, NJ 08824**  
**732-297-9182**

**PASTOR JOB DESCRIPTION**

**Role of the Pastor**

To provide leadership in guiding the congregation in the life and direction of the church as it seeks to fulfill its mission and vision.

**Mission Statement**

To know, love and serve God.

**Vision Statement**

As an open and affirming congregation, we genuinely welcome people of all ages, races, ethnicities, genders, sexual orientations, beliefs, and those who are cognitively and/or physically challenged. It is our vision that each of us is a minister, seeking to know Christ, to grow in discipleship and to embody God's love for the world.

**Duties**

The Pastor's responsibilities are outlined in the following six (6) main areas:

***Worship***

- Provide a meaningful, well-integrated worship experience that connects the sermon with Scripture and ends with ways to apply the message to the congregants' daily lives. Incorporate time for worshipers to verbally share their joys and concerns.
- Lead weekly worship collaboratively with a lay liturgist, the music director, and the Christian Education chair.
- Administer the sacraments.
- Provide the Children's Message during worship once a month.
- Prepare for church seasons and services in coordination with the Worship committee.
- Lead additional seasonal and other services, including but not limited to Ash Wednesday, Maundy Thursday, Good Friday, Blue Christmas, Christmas Eve, baptisms, weddings and funerals.
- Prepare the order of worship for the weekly bulletin.
- Be receptive to different styles of worship, and ensure that music is integrated into the worship service.

***Administration***

- Serve as Head of Staff for the office manager and music director.
- Be responsible for church planning and operations in conjunction with ruling elders, deacons and staff.
- Work with church leaders to maintain efficient organization of the church office, operations, records, missions and services, and online presence.
- Serve as Moderator of the Session, working with the Clerk to create the docket.
- Facilitate the development of staff and lay leadership.
- Lead in training newly elected officers in conjunction with staff and selected members.
- Serve as a resource to church committees to assist them in planning, recruiting supporters, and executing their assigned ministries.
- Contribute content to the church newsletter.
- Participate in Presbytery meetings.

***Welcome/Fellowship***

- Support the creation of large and small fellowship activities.
- Seek and implement opportunities for inter- and intra-denominational fellowship activities.
- Strengthen denominational connections with local churches, the presbytery and the broader church.

- Provide leadership in developing and implementing a strategy to grow church membership across all demographic groups, which is inclusive of family and non-family households.
- Connect with past and present members and visitors to invite them to further participate in congregational life.

### ***Discipleship/Education***

- Guide and nurture the congregation in learning and growing in Christ.
- Educate the congregation on the full meaning of stewardship -- time, talents and resources.
- Develop and lead new members classes.
- Lead communion and confirmation classes.
- Participate in the Pastor's Cohort (group) and lead the congregation in implementing the Vital Congregations Initiative of the PCUSA.
- Work with the Christian Education committee to develop a framework for curriculum for all.

### ***Mission/Outreach***

- Support and encourage the congregation in mission giving and outreach to our local and global communities.
  - Identify needs of the local and global communities and ways in which Grace might respond, either hands-on or financially.
  - Seek opportunities for shared mission/outreach projects with other local houses of worship.
  - Participate in the South Brunswick Interfaith Clergy Association.
- Provide direction and support, when needed, to the Preschool and Wellness Center through their respective Boards and Directors.

### ***Pastoral Care***

- Provide pastoral care in conjunction with the Board of Deacons.
- Facilitate the monthly meetings of the Board of Deacons and provide direction as needed.
- Provide short-term pastoral counseling or spiritual direction when needed.
- Visit members and friends of the congregation who are homebound, hospitalized or in an extended care facility.
- Provide counseling for baptisms, weddings and funerals.

### **Desired Characteristics**

- Spiritual maturity
- Compassionate
- A welcoming and affirming approach
- Appreciation of music as an integral part of worship
- Collaborative management style
- A willingness to think outside the box and take risks, if appropriate, to accomplish needed goals
- Effective decision maker
- Active participation in church activities

### **Qualifications**

- Master of Divinity degree from an accredited theological seminary or divinity school, with a thorough understanding of the Reformed Tradition
- 2-5 years experience preferred as a pastor or associate pastor
- Excellent written and oral communication skills
- Strong preaching and worship leadership skills
- Demonstrated success in growing a congregation
- Proficient in social media platforms and community outreach
- Experience preferred in leading hybrid worship and education
- Fully vaccinated against COVID according to CDC and New Jersey State guidelines

Approved October 3, 2021