

Highlands United Presbyterian (Cheyenne, WY)
2024 Pastor Job Description ~ Full Time

Purpose of Position:

The Pastor will guide the church in the accomplishment of its God-given mission providing spiritual and organizational leadership through preaching, strategy implementation, and the development of lay leaders and (future) staff. The Pastor will support our core values in our Mission, Vision, and Values Statement and provide guidance and support as we work together to grow and strengthen our congregation. The salary of the position will increase as the congregation grows.

Accountability:

- This is a full-time position directly accountable to the Session.

Duties and Responsibilities:

- *Upholds* the spiritual life of the congregation through preaching and worship leadership. May occasionally share preaching duties with a visiting/invited guest preacher or lay leaders.
 - *Oversees* planning for worship services with a specified team, demonstrating appreciation for a variety of worship styles and formats including virtual [Zoom] and in personal engagement.
 - *Carries out* direct, compassionate pastoral care as situations warrant. Provides support by developing and leading a team of trained, dedicated and wise lay-ministers.
- *Orchestrates* the movement of the church toward a shared vision. Develops and communicates specific strategies to implement the church's vision for:
 - *Growth* of our faith community.
 - *Discipleship*; directing the teaching and training of congregants of all ages toward personal spiritual formation.
 - *Outreach* with a focus on congregants, neighbors, networks, and the next generation; including mission partnerships.
 - *Community*, developing collaborative relationship opportunities for the church and the community.
- *Teaching*: As the teaching elder, the pastor models and values being a life-long learner.
 - *Enlists and trains* lay-leadership on the session, ensuring consistency of vision and providing guidance on developing the next generation of leaders.
 - *Mentors*, provides feedback and training, sets appropriate goals, and develops lay leadership in respective areas of giftedness.
- *Administration*
 - *Participates* in required meetings and interacts regularly with congregational leadership.
 - *With a specified team*, develops and administers overall church budget.
 - *Officiates at* weddings, baptisms, and funerals as requested.

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Required Skills:

- *Preaches* effectively with relevance by connecting scripture, faith, discipleship, and mission to everyday life.
- *Strong* interpersonal and communication skills with an ability to work effectively among a wide range of constituencies in a diverse community.
- *Strategic* and holistic thinking with the ability to create implementation plans and delegate responsibilities to others.
- *Demonstrates* a passion for working with people of all ages and all stages. Has the ability to assess the needs of the congregation. Guides others in their relationship to Jesus Christ and the Church.
- *Contributes* to a positive workplace and Church culture by making decisions in a collegial environment and working collaboratively with lay-leaders a cohesive team.
- *Shepherds* and supervise team leaders in personal growth and leadership methods; train lay-leaders and assist them in effectively identifying and using their gifts.
- *Motivated and organized* self-starter with energy, flexibility and enthusiasm. Approaches challenges with willingness and good humor.
- *Skilled* in church administration including staff management, budget preparation and implementation.

Qualifications:

- *Ordained* in the PC(USA) or shall have met all criteria for ordination. This position is open to Ministers from other denominations.
- *Demonstrates* spiritual maturity, biblical knowledge and understanding of theological context.
- *Experience* in the position of pastor or associate pastor is preferred.

Personal Attributes

- *Demonstrates* commitment to a vital life of faith as evidenced by personal spiritual disciplines.
- *Demonstrates* personal integrity, discernment, and character in decision making and interpersonal interactions.
- *Demonstrates* an attitude of other-centeredness and humility expressed in the ability to lead with grace.

Confidentiality:

- The Pastor must exemplify and maintain confidentiality and handle delicate situations with discretion and insight.