

Berwyn Presbyterian Church
6301 Greenbelt Road
Berwyn Heights, MD 20740
301-474-7573

Stated Supply Pastor Job Description

Preaching, Worship Development and Leadership

- ✦ Provide regular preaching and worship leadership on Sunday morning and at special worship services.
- ✦ Administer the Sacraments according to the scheduled approved by the Session.
- ✦ Work collegially with the Session in program planning.
- ✦ Provide officer training upon request by the Session.
- ✦ Perform Ordination and Installation services of elected church officers.
- ✦ Preach sermons which are based on sound, biblical and theological teaching and are relevant to the congregation's daily life.
- ✦ Lead worship committee and program staff in developing liturgy and use varied approaches and styles of sermon presentation.

Administrative Leadership and Connection to PCUSA

- ✦ Moderate all Session meetings and congregational meetings.
- ✦ Support the Board of Deacons in their work.
- ✦ Demonstrate effective organizational skills (teamwork, communication, planning, etc.).
- ✦ Supervise and work with staff as appropriate.
- ✦ Help lay leadership to develop a vision and implement plans.
- ✦ Promote a relationship with PCUSA, National Capital Presbytery and local ministries.
- ✦ Work with Personnel Committee to determine areas needing pastoral leadership.

Pastoral Care

- ✦ Officiate at weddings and funerals
- ✦ Provide pastoral care for church members and friends, including hospital and home visitation.
- ✦ Provide appropriate pastoral care to members of the congregation, especially in crisis situations.
- ✦ Refer to other professionals as needed.
- ✦ Develop lay pastoral care.

Other Duties

- ✦ Provide new membership classes.
- ✦ Attend committee meetings (Mission, Church Life, Finance, Property, etc.) as needed to provide suggestions and encouragement.
- ✦ Develop creative ways for lay leadership with an understanding of cultural differences and time restraints.
- ✦ Promote fellowship opportunities for the congregation.
- ✦ Attend to self-care, spiritual development and professional development.

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Annual Compensation and Benefits:

The compensation below meets the minimum requirements set by the Presbytery.

This is for a part-time, 21 hours per week position.

The terms of compensation are:

Salary	\$35,414.93
BOP Dues (36.5%)	\$12,926.45
FICA (7.65%)	<u>\$2,709.24</u>
Total	\$51,050.62
Continuing Ed	\$1,000.00
4 weeks vacation	
2 weeks study leave	
Professional travel @ IRS rate	

The agreement may be terminated by the Stated Supply Pastor or the Session upon 60 days written notice, following consultation with the Committee on Ministry.