

Supply Pastor, Head of Staff Job Description
Arch Street Presbyterian Church
Philadelphia, Pennsylvania 19103

Reports to: Philadelphia Presbytery and Session

Directly Supervises: Administrative Assistant, Minister of Music and the Arts, and Minister of Encouragement, Inspiration, and Intercession

Salary Range: \$65,000 to \$70,000

Job Summary: The Supply Pastor, Head of Staff, at Arch Street Presbyterian Church will lead and guide the church as it seeks to fulfill its vision of a place of blessing to the city. In this role, the Supply Pastor will not only serve as preacher, teacher, administrator, but also work with the Supply Pastor for Strategic Plan and Vision to implement God's plan and vision for this people of God.

Essential Functions:

Preaching/Worship:

- Co-ordinate and share preaching responsibilities with the pastoral staff.
- Coordinate weddings, funerals, baptisms
- Coordinate with the Minister of Music and the Arts as needed

Head of Staff:

- Provide a clear vision and leadership for developing and empowering the staff and Session
- Support, encourage and strengthen existing church programs
- Provide guidance and ideas for enhancement or creation of additional avenues for creating community among members and friends of ASPC
- Lead weekly staff meetings

Moderator of Session:

- Moderate monthly Session meetings
- Staff the Personnel, Finance, and Nominating Committees
- Lead the annual Stewardship campaign
- With Session, assess the present committee structure

Strategic Plan:

- Assess with Session and Staff the strategic facilities plan for the Church House, Chapel, and Sanctuary
- Initiate implementation of agreed upon aspects of the proposed strategic facilities plan
- Implement the wedding venue plan
- Begin planning for future facilities renovations and a capital campaign to support these renovations

Minimum Qualifications:

- Ordained in the Presbyterian Church (USA) or other denomination in full communion with the Presbyterian (USA)
- Minimum of 3 years in pastoral leadership, preferable in a redevelopment congregation
- Demonstrated leadership, management, and administrative skills
- Demonstrated ability to harness creative energy toward implementation

To discover more about Arch Street Presbyterian Church visit our website:

www.archstreetpres.org

Person's interested in this opportunity for ministry should send their Personal Information Form (PIF) to:

supply.archstreet@gmail.com