

Philo Presbyterian Church
Pastor Job Description
Half Time/20 hours a week

The pastor provides spiritual and physical leadership for the church. He/she works with the session or other governing bodies to assure that the church is following its mission goals.

Key Regular Duties:

1. Teaching and Preaching
 - a. Prepare for and conduct Sunday worship services
 - b. Prepare for and conduct special worship services as requested
 - c. Serve communion monthly
 - d. Plan worship bulletins
 - e. Plan and conduct Bible study
2. Pastoral Care
 - a. Visit members in the hospital, nursing homes, retirement homes, personal residences and other facilities as requested
 - b. Provide communion to homebound individuals as requested
3. Administrative
 - a. Moderate session meetings
 - b. Contribute to the monthly newsletter
 - c. Attend Presbytery meetings
 - d. Provide monthly reports for the session

This is a flexible position, and the pastor may be asked to, or volunteer to, provide other pastoral services as time allows. We also encourage the individual to take advantage of continuing education opportunities.