

# **PRESBYTERY OF NEVADA, PCUSA**

## **JOB DESCRIPTION**

**TITLE:** Presbytery Pastor

**STATUS:** Salaried, Exempt

**PURPOSE:** The Presbytery Pastor (PP) is responsible for providing spiritual and practical support to the clergy and commissioned lay pastors (CLPs) laboring within the bounds of the Presbytery of Nevada as they in turn support and nurture their congregations.

**ACCOUNTABILITY:** The PP is employed by the Presbytery of Nevada, supervised by the Council through the Personnel Committee and is accountable to the Council through periodic reporting of activities.

**REPORTS TO:** Presbytery of Nevada directly and through its Council.

### **JOB RESPONSIBILITIES AND TASKS:**

- Encourage building of strong relationships and connections in mission and fellowship among our leadership.
- Engage with each installed pastor annually, face-to-face (either in person or electronically).
  1. Maintain contact with other members of presbytery, and CLPs.
  2. When an annual visit coincides with scheduled worship, be available to participate.
- Attend ordinations and installations of new pastors, as possible.
- Be available to counsel with pastors/CLPs by email, telephone, and face to face meetings; address personal concerns, family issues, illnesses and related life experiences. Confidentiality is expected and critical to the position.
- Pray for our pastors, families and congregations. Share prayer requests, by permission.
- Encourage periodic gatherings of clergy serving in the presbytery, on a geographic basis.
- Provide more frequent contact with new pastors to the presbytery, first call pastors, NCD pastors, pastors in remote areas or retired, and those that are experiencing challenging situations with their congregations, session or families.
- Acknowledge, on behalf of presbytery, birthdays, anniversaries and loss of loved ones of pastors and their immediate family.
- Attend all called meetings of the presbytery and Council.

**EVALUATION:** An annual review and evaluation of performance of the PP will be held during the fall meeting of the Presbytery of Nevada or at another time mutually acceptable to the Personnel Committee and the presbytery pastor.