

**PASTOR'S POSITION DESCRIPTION**  
**The United Church of Moscow**  
**Moscow, Idaho**  
**January 19, 2025**  
DRAFT

**Position Title:** Pastor  
Position Begins: July 1, 2025  
Position Ends: As described in hiring agreement

**Purpose of Position:**

The pastor will facilitate the **achievement of ministry goals** of The United Church of Moscow as a welcoming and affirming congregation and as they have been determined by the congregation and its respective boards and committees.

The pastor will **empower and enable the ministry** of church groups and individual church members through various functions such as worship, education, recruitment of new members, spiritual direction and personal growth.

The pastor will focus on efforts to **increase church growth**. Those efforts may include but are not limited to: Identifying specific worship events and other events that may appeal to community members, reaching out to specific groups to whom our mission might resonate, having a social media presence and using that to expand the visibility of the church, engaging with other organizations within the community and church community to provide networking opportunities, leading planning for church growth, empowering members to welcome new members.

**Specific goals** will be developed on an annual basis in conjunction with the church members and the Pastoral Relations Committee.

**MAJOR DUTIES AND RESPONSIBILITIES:**

**1. Worship and Spiritual Growth:**

The Pastor is responsible for weekly preaching and for the design of worship experiences that will:

- Enable the congregation to celebrate their relationship with God and Jesus;
- Contribute to the congregation's spiritual development;
- Stimulate growth in church membership and attendance;
- Strengthen the congregation's actions promoting social justice;
- Perform weddings and funerals/memorial services as needed.

The Pastor will bring dynamic, spiritually nourishing and challenging sermons.

The Pastor will invite people to attend and to join church and design a program to increase attendance and membership.

The Pastor will design and implement an ongoing program to develop talents/abilities that individuals need to live a Christ-inspired life.

**2. Visitation and Counseling:**

The pastor will work for the spiritual and numerical growth of all sectors of the congregation through:

- Efforts to become acquainted with every member of the congregation through personal contact early in his/her ministry; she/he will make regular visits to the ill and shut-ins.
- Being available for compassionate and confidential counseling and pastoral care as his/her time allows; she will refer counselees for professional help when the situation is beyond her capability to provide therapeutic, long-range counselling.

### **3. Educational Leadership:**

The Pastor will:

- Work with the Board of Christian Education to design meaningful education experiences, train and inspire teachers and group leaders;
- Occasionally offering Bible studies or related study topics and leading study groups that are open and potentially appealing to the community;
- Encourage active youth, junior/senior, college groups.

### **4. Administration:**

The pastor will give support to all committees and boards of the church and attend the meetings of the Board of Directors, Board of Elders and Deacons, Board of Christian Education, Pastoral Relations and any other committees that request her/his presence.

The pastor will offer suggestions for long range planning and goal setting.

The pastor will provide day-to-day oversight of all church employees and shall be responsible for an annual evaluation of each.

The pastor will oversee the publication of the church newsletter (Thursdays Thoughts) and bulletins. All public relations activities will be under his/her direction.

The pastor will offer vision, encouragement and moral support for the Property Committee and church workers of the upkeep and improvement of church facilities.

The pastor will be actively involved with organizations such as the Campus Christian Center (The Center) at the University of Idaho, Koinonia House at Washington State University, the Moscow Ministerial Association and other ecumenical activities.

### **5. Accountability:**

The pastor will be responsible to the Board of Directors through the Pastoral Relations Committee. It is expected that a monthly report of activities will be presented to the Board in their monthly meetings. The Pastoral Relations Committee will meet with the pastor approximately 4 times per year.

### **6. Amendment:**

This Position Description will be reviewed with the pastor annually by the Pastoral Relations Committee. Recommendations for change will be forwarded to the church Board of Directors for action.

### **7. Compensation:**

Compensation for the pastor is described as negotiated in the document of agreement between the Pastor and the church within the current range of \$50,000-\$70,000, depending on qualifications

and experience. Annual reviews by the Pastoral Relations Committee will result in alterations recommended to the Board of Directors of the church.