



ST. ANDREW LUTHERAN CHURCH

12405 SW Butner Rd
Beaverton, OR 97005

JOB DESCRIPTION

TITLE: Lead Pastor

REPORTS TO: Executive Committee, Council, and Congregation

STATUS: Full time

JOB SUMMARY:

The Lead Pastor provides direction and leadership in the daily and long-range ministry of the church. This position encompasses general pastoral staff duties, with a focus on: spiritual growth, including preaching and teaching; stewardship; nurturing relationships, including pastoral care and outreach; supervisor/manager to various staff positions; and visionary for the congregation. The Lead Pastor will be a spiritual leader and guide for the people of the church, discerning what it means to be a Christian and a Lutheran in today's society. This understanding will shape the worship, music, outreach, and educational ministries of the church.

QUALIFICATIONS:

1. Ordained in the Evangelical Lutheran Church of America or a minister of a church body with a relationship of full communion who is eligible to apply for admission to the ELCA roster of Ministers of Word and Sacrament.¹
2. A vital Christian faith.
3. Minimum 10 years of experience as an Ordained Pastor with demonstrated supervisory and team ministry experience.
4. Excellent interpersonal and communication skills.
5. Excellent organization and time management skills.
6. Ability to work with a wide variety of people, including pastoral staff, congregation members, support staff, and volunteers.
7. Computer proficient with experience in using the following or similar programs: Word, Excel, Outlook Express and the internet.
8. Proficient with online/Zoom worship and meetings.

¹ *The Orderly Exchange of Ordained Ministers of Word and Sacrament*, as established by A Formula of Agreement (1997), ELCA, Presbyterian Church (USA), Reformed Church in America, UCC – First issued January 2000; revised February 2004 and September 2008.

CORE ACCOUNTABILITIES:

1. Support the Congregation in living out the core values of St. Andrew: God Care, Earth Care, Neighbor Care, Community Care, and Self Care.
2. Lead the congregation of St. Andrew in accomplishing its mission. In a Spirit of renewal, proclaim the Good News of Jesus Christ to all creation. Encourage all generations to grow strong social and spiritual connections. Value diversity and inclusion, praise the Spirit in vibrant worship, care for the earth and all creation, and act for social justice.

GENERAL ACCOUNTABILITIES AND ESSENTIAL FUNCTIONS:

1. Leadership

- a. Promote a parish wide ministry of caring that encompasses staff, parishioners, and community.
- b. Provide spiritual and moral guidance and assistance to staff.
- c. Provide direct supervision to Ministry Staff, including the Chaplain/Visitation Pastor.
- d. Work mutually with volunteers and colleagues in a staff situation that fosters team ministry.
- e. With the Executive Committee, enlist, equip, and motivate leaders to carry out the work of the congregation.
- f. Provide guidance and support in Long Range Planning for future shaping and visioning.
- g. Represent and promote St. Andrew with the Sunset Cluster and Oregon Synod.
- h. Represent St. Andrew in the greater community; for example, be present at the Beaverton Pride parade.

2. Spiritual Growth

- a. Assess, identify, and address areas of need throughout the congregation and community.
- b. Diligently attend to one's own spiritual growth, self-care, and continuing education.
- c. Encourage staff in annual continuing education planning.
- d. Teaching
 - 1) Promote and provide guidance to adult education.
 - 2) Teach adult inquiry for those who are interested in investigating the Lutheran faith.
 - 3) Participate in confirmation classes and youth education.
 - 4) Support/encourage teachers for classes for all ages.

3. Stewardship

- a. Interpret, teach, and preach about stewardship as an expression of spiritual growth.

- b. Guide the stewardship committee and participate in developing stewardship as part of everyday ministry.
- c. Help people identify, develop, and use their spiritual gifts.

4. Communication

- a. Speak and write about the impact of faith on our lives and the community.
- b. Publish regular email meditations, e.g., “Grace Notes.”
- c. Engage the congregation in discussions about matters of faith, e.g., “Martin Luther’s Table Talks.”
- d. Organize occasional “Forums on Tough Issues.”

5. Staff Pastor

- a. Preach and preside at worship services.
- b. Participate in weekly and long-range worship planning.
- c. Lead planning of memorial services, baptisms, and weddings; preside at these services as needed.
- d. Attend regular staff meetings and meet with staff members individually as needed.
- e. Support staff in morale, spiritual, and self-care issues.
- f. Participate in Earth Camp and other special congregation events.

The above accountabilities represent work performed by this position and are not all-inclusive. The omission of a specific accountability will not preclude it from the position if the work is similar, related, or a logical extension of the position.