POSITION DESCRIPTION—Senior Pastor
rev. May 29, 2019

Position Summary
The senior pastor serves to provide spiritual and pastoral leadership to Saint Peter's Church and the anticipated merger with Sión Iglesia Luterana. The senior pastor is the chief executive of the congregation and team leader of the staff, enabling the church to fulfill its mission and vision. The senior pastor will preach, teach, and administer the sacraments and give guidance to parish ministries. The executive committee of the parish council, which serves as the personnel board for the parish, will review the senior pastor's performance.

Responsibilities
The following is a representative summary of the scope and duties of the senior pastor; it is not intended to be an exhaustive list. Subject to review and revision in conjunction with the parish council and the congregation, the responsibilities of Saint Peter's senior pastor include:

- **Executive Leadership of the Parish**
  - ◊ In keeping with the requirements set forth in the parish constitution (Chapter 9), and respectful of shared governance, lay leadership, and participative decision making, lead Saint Peter's in the development, completion, and implementation of a new strategic plan with review and updates at least annually.
  - ◊ Publicly articulate the mission and vision of the congregation.
  - ◊ Attend administrative meetings of and provide guidance to parish leaders in current and long-range planning for each of the parish ministries including administration and finance, building maintenance, and the legacy fund campaign of the chapel. The Senior Pastor is a permanent member of the Saint Peter's Church Trust Committee which meets quarterly.
  - ◊ Build and maintain effective relationships with ministry partners including but not limited to Momentum, Boston Properties, Lenox Hill, New York Cares, Midtown Arts Common, and Central Synagogue.
  - ◊ Represent the parish to the ELCA church-wide, Metropolitan New York Synod, local government, ecumenical meetings, and interfaith gatherings.
  - ◊ Seek active involvement in church-wide, synodical or ELCA social ministries.

- **Head of Staff/Team Leader**
  - ◊ Lead, support, and evaluate the staff of the congregation including other pastors, professional staff, artistic staff, interns, vicars, and field workers.

- ◊ Support clergy who provide psychological counseling to our parishioners and to the community at large.
- ◊ Manage the contract and relationship with Parish Property Management, Inc., the provider of facilities crew and reception staff, to ensure an appropriate balance of staffing needs and fiscal responsibility.
- ◊ Manage the contract and relationship with Rios & McGarrigle, LLC, the provider of financial and accounting services.

- **Multicultural Ministry**
  - ◊ Work in close cooperation with the parish council and merger commission to merge the communities and integrate members and programming of Saint Peter's Church and Sión Iglesia Luterana into a New Saint Peter's Church.
  - ◊ Defend the rights of immigrants, regardless of documentation status, and visibly uphold the tenets Saint Peter's has adopted as a sanctuary congregation.

- **Preaching/Worship/Education—Provide oversight of education and all aspects of public worship, including, but not limited to:**
  - ◊ Offer the hope of the sacraments and proclaim the good news of Jesus Christ to the Saint Peter's congregation.
  - ◊ Plan liturgies in partnership with the Liturgy and Arts cabinet.
  - ◊ Manage the preaching/presiding schedule.
  - ◊ Compose the prayers of the people.
  - ◊ Promote and plan ecumenical and interfaith worship.
  - ◊ Continue existing and develop new vehicles for ministerial outreach, including livestreaming worship services and other technological methods to extend the reach of Saint Peter's message beyond our walls.
  - ◊ In cooperation with parish lay volunteers and other clergy, lead and/or provide oversight of Christian education and sacramental instruction for adults and youth, including bible studies.
  - ◊ Provide pastoral care in conjunction with other staff, groups, and members through visitation, counseling, and prayer.

- **Music/Worship/Arts**
  - ◊ Maintain a diversity of liturgies reflecting the expressions of the congregation, viz., English-language, Spanish-language, and jazz. Develop new expressions as may become appropriate.
  - ◊ Encourage and support the Liturgy and Arts Cabinet as they plan, coordinate, and provide coherence for the liturgical life and arts ministries and programming of Saint Peter's Church.

- **Public Policy/Advocacy**
  - ◊ Seek out and maintain alliances with community organizations and social service professionals.
  - ◊ Encourage and support the Advocacy and Social Justice Cabinet in their work to coordinate and provide coherence to the advocacy and social ministry work of the church with specific emphasis on the environment and the Immigration Ministries of AMMPARO and the New Sanctuary Coalition.
  - ◊ Guide Saint Peter's in its ongoing efforts as a Reconciling in Christ Congregation, providing visible witness of religious inclusion for LGBTQ+ persons.
  - ◊ Support and actively participate in Saint Peter's programs that offer nourishment and foster community, including the breakfast program for the homeless and Momentum dinners for those with HIV/AIDS.

- **Stewardship**
  - ◊ Together with the Administration and Finance Cabinet and Membership Development Committee, work to promote, educate, and advocate responsible stewardship within the congregation.
  - ◊ Work closely with the Administration and Finance Cabinet to set and fund a robust operating budget that supports the mission of the parish while maintaining fiscal responsibility.
  - ◊ Oversee and promote congregational benevolence and mission through ongoing synodical support.
  - ◊ Manage the disbursement of the discretionary fund.

Skills and Experience

Essential Qualifications:

- At least ten years' experience as an ordained minister of word and sacrament in an urban, multicultural environment.
- Deep understanding and demonstrated application of biblical, theological, and catechetical documents from an ELCA perspective.
- Successful track record of helping others develop their abilities and skills for ministry, including other clergy, artistic staff, and lay professionals.
- Understanding of social justice issues demonstrated by a successful record of inspiring and organizing congregational members to appropriate action.
- Demonstrated leadership and participation in advancing ecumenical and civic relationships.
- Appreciation of the importance of visual and performing arts for communicating the gospel and experience in using the arts in worship and congregational life.
- An appreciation of cultural diversity in language and customs, leveraging this appreciation to advance inclusion and acceptance in all areas of the parish.
- Minimum degree requirement: master's degree (seminary or graduate school).
- Languages: Saint Peter's Church is a bilingual English/Spanish parish and is committed to assisting its new Senior Pastor in becoming proficient in the pastoral use of the Spanish language.

Desired Qualifications:

- Demonstrated experience ministering to an active, multicultural, and diverse congregation.
- Fiscal responsibility demonstrated by efficient and effective management of a parish or institutional budget.
- Effective written and oral communicator, with a proven ability to preach, teach, counsel, influence, and inspire others.
- Be skilled in and meet objective success measures in planning and leading church-wide programs, such as building programs, fund raising, and community outreach.
- Demonstrated problem solving and critical thinking that involves innovative and creative solutions to new and existing challenges.
- With the assistance of technical staff, able to use technology and media to advance the objectives of the ministries of Saint Peter's Church.