

First Presbyterian Church of Waukesha

Stated Supply Pastor Job Description

The hired individual will assume duties as the Pastor of First Presbyterian Church, Waukesha, Wisconsin. He/She will continue existing programs and assist in new projects as determined by Church members and leaders. The Pastor must be a spiritual and administrative leader.

The Pastor will perform the following duties.

1. WORSHIP
 - a. Prepare all regular worship services (including hymn selection).
 - b. Outline each service for the bulletin.
 - c. Coordinate worship activities with the staff and worship committee.
2. ADMINISTRATION
 - a. Supervise the activities of the church staff.
 - b. Moderate session meetings and attend meetings of the Board of Deacons.
3. PASTORAL
 - a. Perform hospital visits and handle family or individual crisis as a counselor.
 - b. Conduct weddings and funerals when requested.

It would be desirable for the Pastor to participate in Fellowship, Educational, and Mission opportunities.

Time Commitment & Compensation

This is a stated supply position for a limited term with the possibility of renewal. We envision a full-time (40 hours per week) position, although we will consider candidates interested in a part-time position.

- Effective Salary (cash + housing) \$55,000/yr
- SECA contribution \$4,208/yr
- BOP contribution \$6,600/yr
- Dental Insurance mkt rate
- Medical Insurance \$13,750/yr
- Vacation 4 wks/yr
- Paid Sick Leave 10 days/yr
- Mileage Reimbursement current IRS rate
- Continuing Education Expenses \$1,000/yr
- Continuing Education Leave 2 wks/yr

Please e-mail your résumé or PIF to presby1@sbcglobal.net