

# John Knox Presbyterian Church, Keizer, Oregon

## Seeking a Part-time Stated Supply Pastor

### Come, Walk with Us

"Welcome Home" best describes the sentiment felt by newcomers and long-time members; we offer a spiritual home to all whether new to Christian faith or having grown up in the church. Our congregation is blessed by those in their 90's and by grade-schoolers; retirees and those still in the work force; experienced, talented professionals and those willing to attempt something new.

Sunday worship, fellowship and local mission/outreach are the most visible and are important pieces in the life of the congregation. Behind each of these activities are a handful of leaders/workers, faithful & knowledgeable, serving on Session, Board of Deacons and/or on one or more on-going committees; our leaders each wear many hats.

Being Presbyterian is not just in name, but in practice: from our pledges & relationships to Presbytery and the greater PCUSA denomination to conducting our church life within the Book of Order, our worship practices and our church Policies & By-laws.

Although we are small in number, we are large in faithfulness and we welcome a pastor to guide and walk with us.

### Our Hopes and Needs

As with any congregation's 'laundry list' of expectations for a pastor, it is often lengthy and unrealistic especially for a part-time position. What the pastor can accomplish will largely be based on their organizational & leadership skills with flexibility, collaboration, communication and prayer being paramount.

#### Must Do's:

- A. Lead Sunday Worship
  1. Plan & coordinate worship with the worship committee and the music staff (Music Director & Pianist); with timely communication for music, bulletin and PowerPoint preparations.
  2. Preach/Teach the scriptures and administer the sacraments
  3. Plan or coordinate the delivery of a 'teachable moment' (Children's time) for our youth every Sunday
- B. Leadership Involvement
  1. Oversee the functions of the Session and the Board of Deacons
    - a. Moderate Session meetings (usually monthly)
    - b. Lead in setting goals and training of elders and deacons (at least annually)
  2. A priority is to lead a process of Discernment/Vision to better guide the Session and the congregation *into our calling as Christ's faithful servants into the next few years.*
    - a. *Discern how best to use a large invested bequest and plans for future gifted monies*
    - b. *How to address issues of declining income/members and depth of leadership; encouraging and empowering the next generation of leaders.*
- C. Pastoral Care
  1. Empower and encourage elders and deacons in their ministry of compassion, comfort, and spiritual care; respond appropriately to prayer chain concerns
  2. Occasional visiting as requested (in person, phone, mail or email, Zoom, etc.)
  3. Preside over funerals and weddings
- D. Be available by appointment virtually or in person as requested
- E. Respond timely to various methods of communication (i.e., email, texting, etc.)
- F. Contribute one short article to the monthly newsletter

## **Hopeful Expectations:**

- A. Mentor others spiritually
  - 1. Encourage a teaching ministry to foster spiritual growth of the congregation and its outreach to the community for both young and young-at-heart.
  - 2. Presence at committee meetings is not expected but, as an ex-officio member of all committees, awareness & consultation with the chairperson regarding agenda items and committee direction is advised. (*Participation in the life of the church is welcome and encouraged.*)
- B. Foster & respect our relationship with our nested building partner-in-faith, Puerta Del Cielo
- C. Maintain a relationship with the Presbytery of the Cascades and its staff & resources

## **What We Can Offer:**

- A. A loving and accommodating congregation with dedicated, experienced church leaders
  - 1. An up-to-date membership roll; new members added; steady weekly attendance including visitors
  - 2. Regular social 'coffee hour' after worship and monthly Birthday recognitions
  - 3. Good humor and laughs, most often at Session meetings
- B. Knowledgeable and talented musicians; experienced lay leaders /readers
- C. Flexibility and creativity in worship and in mission outreach
  - 1. Use of liturgical arts – visual, drama, poems – and seasonal liturgical colors
  - 2. Use of worship resources that may not always follow the Lectionary
  - 3. Coordinating fundraising &/or donations with community organizations
  - 4. Offering gardening opportunities and fresh produce to the greater community
- D. Options for Zoom meetings and recorded services; AV/ Tech support
- E. Stable financial situation: bills are being paid, money in savings and more invested
  - 1. Annual stewardship /pledge 'ask' has satisfactory responses
  - 2. Annual support of Presbytery & missions of PCUSA through full payment of our per capita, partnership giving pledge (10% of our budget) and donations to the four Special Offerings plus separately to PDA.
- F. Support from an experienced Clerk of Session; monthly Treasurer's reports and an annual review/evaluation with the Personnel chair.
- G. In accordance with Presbytery guidelines and with COM's and Session's approval, an annual contract and the following compensation package is offered:
  - 1. For a part-time stated supply position of 20 hours per week, the Presbytery minimum annual salary of \$28,065, open to negotiation.
  - 2. Two weeks of continuing education and four weeks of vacation
  - 3. Health insurance will be part of salary negotiations.

Thank you for your prayerful consideration. To learn more about us, please visit our website: <https://www.johnknoxpreskeizer.org/> Newsletters and annual reports can be found there, as well as videos of worship services. Further inquiries made by email to the church: [office.johnknoxpreskeizer@gmail.com](mailto:office.johnknoxpreskeizer@gmail.com), or to the Chair of Personnel, Mary Jo Emmett, [mj.emmett@comcast.net](mailto:mj.emmett@comcast.net).

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