

STATED SUPPLY PASTOR POSITION DESCRIPTION

Kenilworth Presbyterian Church, Portland, Oregon

January, 2026

The Stated Supply Pastor is a member of the Presbytery of the Cascades as Minister of Word and Sacrament/Teaching Elder and serves as Moderator of Session. Session employs this person on a 45% of full time basis (18 hours per week on average) subject to approval of the Commission on Ministry-Northeast.

Focus and Goals:

The focus of this position is to provide spiritual leadership and administrative oversight to the ministries of Kenilworth Presbyterian Church. KPC has a vibrant and active congregation filled with proven leadership potential. Our part-time Stated Supply will coordinate the pairing of their leadership skills with those of the congregation to most efficiently supplement the work and Worship of Kenilworth Presbyterian Church.

Accountability:

The Stated Supply Pastor is accountable to the Session for performance of duties and responsibilities of the position, and to the Presbyterian Church (USA) for conformance to the requirements of a teaching elder within the PC(USA).

Annual Review:

The Session will conduct a review each year with the pastor before considering renewal of the covenant. Goals and terms may be revised at that time. Renewal of the covenant requires approval of the Commission on Ministry-Northeast on an annual basis.

Pastoral Search:

If the church begins a search for an installed pastor, the Stated Supply Pastor may not be considered as a candidate, unless an exception is granted by the Presbytery.

Responsibilities

1. Plan and conduct 2 Worship services per month.
2. Serve as moderator of the Session and head of staff.
3. Provide support and encouragement for the program of the congregation, including the Kenilworth Community Preschool.
 - a. Share office hours with Administrative Assistant 2 half-days per week.
 - b. Offer administrative support in business decisions.
4. Share in the pastoral care of the congregation.
5. Participate in the programs of the church as time allows.
6. Become recognized as the spiritual leader of KPC.

If interested, please reach out to Rick Votrobeck at this email: rick@revision8.com