



## Ministry General Information

Ministry Name Oak Hills Presbyterian Church	Presbytery Cascades	Synod The Pacific
Email info@oakhillspres.org	Preferred Phone 503-654-4321	Website Address www.oakhillspres.org
Mailing Address 5101 SE Thiessen Rd, Milwaukie, OR 97267-1745	Alternate Phone/Email	Community Type
Congregation or Organization Size	Curriculum	Average Worship Attendance
Church School Attendance	Statistical Report <a href="https://ogaapps.pcusa.org/api/report/9617">https://ogaapps.pcusa.org/api/report/9617</a>	
Intercultural Composition White: 90%, Multiracial: 10%		Released Date 12/30/2025

## Information about the Position

### Position Requirements

Position Type(s) Head of Staff	Language Requirements English
Experience Required 2 to 5 Years	Statement of Faith required? Yes
Employment Status Full-time	Are you open to a clergy couple? Yes

### Ministry Requirements

#### Church Mission/Vision Statement

To be GATHERED by the Spirit as a community of faith, to GROW into the likeness of Christ, and to GLORIFY God every day in all we do. This is Oak Hills' purpose statement that guides all aspects of our ministry.

**Gather:** We see our church, both the people and the building, as a gift. And this blessing is not just for us, but also for the community as a whole.

#### Congregation Gatherings:

- Adult ministries

- Youth ministries
- Worship Team and Choir
- Retreats
- Bible Studies
- Family Ministries
- Prayer Groups

#### Community Gatherings:

- Alcoholics Anonymous
- Scouting America
- The Family Room (assistance to parents whose children are in foster care with safe, supervised visits)
- Iglesia Shalom (a Spanish-speaking congregation that rents our space)
- Open community use of our east field

**Grow:** We believe that growing into the likeness of Christ involves studying God's Word and gathering together. We have also grown in number this year by welcoming the members of another congregation into our fold.

**Glorify:** Only when we surrender to the Spirit's work, allowing ourselves to be re-made in Christ's image, can we truly glorify God. We strive to glorify God through our local and global mission outreach. Some of our local outreaches include Backpack Buddies, WinterBlitz through the North Clackamas School District, and Love INC of Clackamas County. Globally, we support Lahash International and Wycliffe Bible Translators Kent and Kim Rasmussen.

#### Tasks, expectations, duties, supervision, assignments, and responsibilities for the position

1. Be head of staff, leading, directing, and supervising the pastoral program and staff.
2. Preach, lead in worship, administer the sacraments, and provide a teaching ministry, encouraging the spiritual growth of the membership and community.
3. Provide active leadership and encouragement to Session and the congregation in articulating vision and developing programs reflective of a Christ-centered community.
4. Oversee, encourage, and support the church committee ministries.
5. Provide leadership and resourcing in the area of organizational development and management of staff.
6. Moderate the Session. Through leadership and training, help the elders to become leaders in meeting Oak Hills' purpose and vision.
7. Strengthen and build member faithfulness and stewardship through teaching and discipleship.
8. Mentor others spiritually through small groups and Bible study.

9. Share in a ministry of compassion through hospital calling, crisis counselling, home visitation, and the performing of weddings and funerals.
10. Participate in the work and ministry of governing bodies beyond Session, as well as in ecumenical groups, global Christian movements, and local community life.
11. Plan for and participate in educational programs for personal and professional development in consultation with the Personnel Committee.
12. Model self-care and a family-first approach to ministry by taking rest and refreshment as needed and granted through benefits provided.

See Job Description for further details.

## Compensation & Housing

Minimum Effective Salary

90000

Housing Type

Housing allowance

## MDP - Narratives

How would you describe the congregation's/organization's specific vision for ministry? How will this vision impact the community? Is the congregation part of a ministry vision or program?

Oak Hills' vision for ministry flows from our mission statement – to Gather, Grow, and Glorify (see above) – which we have been intentional in trying to understand and live out our various programs and ministries.

Our youth ministry's complementary vision captures the fundamental character of our church exceptionally well, from another angle: "To ensure all feel seen, valued, and cared for through the community and teachings of Christ." Those that attend our church feel the power of these words, often from their very first visit. Many of us were surprised to find a community that recognizes new faces, remembers names, and welcomes them into what feels like a family. We are a community that would be destined to be divided in any other context - young and old, Republican and Democrat, charismatic and liturgical, and everything in between. But as Paul entreats the church in Ephesus, we find ourselves united in Spirit, our similarities in Christ far outweighing our differences.

Though we have not yet partnered with any external vision or ministry programs, we believe as long as we do not lose sight of our Gospel-driven mission, the love, harmony, and peace that God has blessed us with will continue to be the source of the impact we see in our community.

As our church strives to more effectively gather, grow, and glorify, we greatly anticipate incorporating a new leader's vision and ideas with our own.

What is the nature and context of the community in which your congregation lives out its mission/vision? How will you address the emerging needs that are impacting your community?

The church is in an unincorporated suburban area south of Portland. The area immediately surrounding the church is a working, middle-class neighborhood.

What is the nature and context of the community in which your congregation lives out its mission/vision? How will you address the emerging needs that are impacting your community?

Like in much of the U.S., many of our neighbors lack connection and community. Due to its unincorporated nature, this area has traditionally been underserved in terms of community spaces and parks. While the county is now actively improving the local area with new facilities (including a new library, park, and community space), the church has traditionally filled this gap in a number of ways. We open our east field to walkers and dog owners, and many in the local community enjoy VBS, our annual easter egg hunts, and numerous youth outreaches. The church building also houses many community activities, and we are open to expanding this ministry.

The church has worked hard to expand its youth program and make the church accessible and welcoming for young families. Food insecurity, homelessness, and support for marginalized groups is always a local need. The church meets some of these needs, but there is always opportunity to partner with other churches and civic groups to do more.

How will this call help complement the responsibilities of other staff/volunteer positions, and the life of the congregation/organization, so that you may accomplish your short and long-term goals for ministry?

Oak Hills is seeking a pastor to join us in our current ministries and lead in new endeavors. Our ministry leaders, both part-time staff and volunteers, are effectively managing the church, and we desire to have a pastoral leader who will work alongside those leaders to oversee the church's vision and help them see how their individual ministries fit into the whole vision for Oak Hills. We seek a Christ-centered person who feels called to shepherd our flock, facilitate its spiritual growth, and help the congregation fulfill its God-given vision.

The ideal candidate should lead collegially among the church staff and volunteer leaders, recognizing the value and spiritual gifts of all. Our church staff positions include an associate pastor, a worship director, a choir director, an office administrator, a director of children's ministries, and a director of youth ministries. The candidate should be able to inspire and encourage church members to use their time, talents, and treasure in support of the goals of Oak Hills.

Provide a description of the skills, gifts and training the person you hope will become a part of your ministry must have, to lead the congregation towards the vision and mission established.

The Head of Staff should be an ordained pastor and a graduate from a recognized seminary. The following qualifications are desired:

Personal characteristics/leadership style:

- Christ-centered, active disciple who studies the Bible, applying it to their life
- Engaging, relates to all ages, inspires others to grow and support church ministries
- Able to work in a team environment – doesn't try to do it all themselves

Skills:

- Exceptional listening and communication
- Teaching, training, and mentoring

Provide a description of the skills, gifts and training the person you hope will become a part of your ministry must have, to lead the congregation towards the vision and mission established.

- Community outreach and mission
- Leading others, delegating to others, involving the congregation
- Forming and supporting small groups
- Pastoral care and counseling, leading in and encouraging visits to congregants, especially the home-bound or hospitalized
- Basic computer literacy
- Understanding of church finances

Experience:

- Weekly sermon preparation and delivery
- Weekly worship service planning
- Leading and moderating groups
- Staff leadership and development
- General administration

See Job Description for further details.

What areas of ministry do you expect the person called to be responsible for? Share specific tasks, assignments, and programs.

The Head of Staff for Oak Hills will serve in the following areas of ministry, each with unique responsibilities. We seek a Head of Staff who feels a conviction that shepherding is woven into everything they do.

**Preach and teach** - Proclaim God's Word, lead and plan worship, and nurture spiritual growth.

**Administer sacraments** - Celebrate Baptism and Communion.

**Pastoral care** - Provide counseling, comfort, and support in times of need or joy, including weddings and funerals. Coordinate with the care team for visiting home-bound and hospitalized congregants.

**Session moderator** - Prayerfully guide and encourage spiritual vision, discernment, and decisions.

**Equip the Congregation** - Encourage discipleship, train lay leaders, encourage volunteer growth, and foster mission.

**Community and mission** - Promote and participate in service, outreach, and witness in the wider community.

**Connectional role** - Represent Oak Hills at Presbytery and other ecumenical opportunities.

What areas of ministry do you expect the person called to be responsible for? Share specific tasks, assignments, and programs.

Administration - Oversee and work with Oak Hills' existing staff. Organize and moderate staff meetings. Contribute to the church's established communications plan.

Self-Care - The pastor will actively pursue their own spiritual growth.

Optional Links

Oak Hills Presbyterian Church Official Webpage - - <https://www.oakhillspres.org/>

Backpack Buddies - Backpack Buddies provides food-insecure students of North Clackamas Schools with healthy meals by partnering with the local community - <https://www.nclack.k12.or.us/departments/student-family-support-services/student-family-support-services-clone>

Winter Blitz - Winter Blitz is a Clackamas County student-run initiative that raises money, winter clothes, and food baskets for local families. - <https://www.nclack.k12.or.us/departments/community-engagement/hcsd-stories/december-2024/blitzing-the-holidays-with-brightness-27-years-and-counting>

A Selection of Local City Travel Guides - Local information on hiking, restaurants, parks and gardens, and more - <https://www.travelportland.com/>; <https://www.mthoodterritory.com/milwaukie>; <https://www.travelportland.com/region/oregon-city/>

The Family Room - The Family Room strives to increase the likelihood that children living in foster care can be successfully reunited with their birth parents - <https://familyroomoregon.org/>

Love INC of Clackamas County - Love INC's mission is to see Christian churches united in purpose and fully engaged in actively living out their faith by lovingly serving people in need - <https://clackamasloveinc.org/>

Wycliffe Bible Translators Kent and Kim Rasmussen - Kent helps people groups develop writing systems so they can begin Bible translation. So far, he has been able to consult on about 30 alphabets, but he is developing computer software to accelerate this work to reach as many as possible. Kim assists as a Font Designer on the Writing Systems Technology team. - <https://www.atoznback.org/>; <https://wycliffe.org/partner/kentkimkids>

Concord Park and Community Center Project - Details on a new park and community center less than a mile from the church - <https://ncprd.org/concord-property-project>

Lahash International - Lahash partners with local ministries across East Africa to bring holistic care and hope in Christ to hundreds of the most vulnerable children in their communities. Connecting these special kids with caring sponsors changes lives on all sides. - <https://lahash.org>

Clackamas County Webpage - Demographics for Clackamas County – Click on Oregon Prospector link on the page and then choose the Clackamas County drop down for more detailed information - <https://www.clackamas.us/business/demographics.html>

References

Reference #1

Rev. Brian Craker  
Transitional Executive Presbyter  
503-980-5660  
TEP@potc.org

Reference #2

Robin Garvin  
Presbytery Staff  
509-953-0550  
rregarvin@comcast.net

Reference #3

Daniel Holcomb  
Executive Director of Lahash  
International / Oak Hills Ministry  
Partner

Self-Referral Contact Information

COM	Preferred Phone
Clark Scalera	5416065699
Email Address	
clark@potc.life	

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EP	Preferred Phone
Paul BelzTempleman	503-720-5392
Email Address	
paul@potc.org	

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PNC	Address
Emily Matthias-Bennetch	22655 Crown Ct West Linn OR 97068
Preferred Phone	Email Address
303-888-2687	emily.a.bennetch@gmail.com