

## **PASTORAL POSITION DESCRIPTION**

### **Lake Grove Presbyterian Church**

**Mission Statement:** Where we're partnering with Christ who transforms the world one life at a time.

**TITLE:** Associate Pastor, Stated Supply (Part Time, 20 HRS/WK)

**Effective Date:** 03/02/2026

**Duration:** This agreement is for not more than 12 months. This agreement may be ended by the Session upon 30 days' written notice. The stated supply pastor may end the agreement with 30 days written notice and a forfeiture of any payment beyond the 30-day period.

**Compensation:** PCUSA Effective Salary \$39,688

#### **Benefits:**

- Medical
- Pension
- Family Medical
- Dental
- 50% of SECA

#### **SUMMARY DESCRIPTION AND PURPOSE:**

Lake Grove Presbyterian Church (LGPC) of Lake Oswego, Oregon, is a large (1,000 member) multi-pastor suburban church. This Associate Pastor position is part-time position that will fulfill general pastoral duties with an emphasis on Mission Outreach. This pastor will collaborate with other pastors and directors to bring spiritual leadership and guidance to a congregation with a wide diversity of backgrounds and views. With a "ministry of presence" this pastor will also encourage congregation, Session, and staff, as the congregation transitions to a new lead pastor.

#### **ACCOUNTABILITY:**

Accountable to the Session of LGPC and the Presbytery of the Cascades.

#### **RESPONSIBILITIES:**

##### **A. Mission Outreach (MO)**

1. Develop understanding of Lake Grove Mission Outreach ethos and program.
2. Supervise and work with MO support staff and MO elder to maintain relationships with mission partners.
3. Participate in monthly MO meetings.
4. Oversee promotion and communication for MO information and events.

5. Encourage awareness and enthusiasm for our mission partners and "outward focus" in the congregation.
6. Advise mission GoTeams and LGPC ministry departments in their respective projects.

### **B. Preaching and Worship**

1. Participate in the preaching rotation with associate pastors and other seminary trained staff.
2. Assist in worship when not preaching.
3. Collaborate and support the other pastors and the music staff in worship planning.
4. Help lead in the Sacrament of the Lord's Supper
5. Administer the Sacrament of Baptism as requested and approved by Session.

### **B. Pastoral Leadership**

1. Participate with the Associate Pastor in pastoral care of members of the congregation through:
  - a. Pastoral contact and visitation.
  - b. Officiating at weddings and providing funeral and memorial services as requested.
  - d. Participate in appropriate committees and groups in opportunities for Bible study and growth.
2. Provide theological leadership in the life of the congregation through reading and study.
3. Follow and support the "The Constitution of the Presbyterian Church USA, Part II, Book of Order" (Current addition)".
4. Follow and support Lake Grove Presbyterian Church's polity, goals, rules, policies, and procedures.

### **D. Staff Leadership**

1. Provide support and encouragement to the church staff.
2. Assist the Executive Leadership Team to maintain and enrich staff morale and encourage staff professional growth. Add insight and discernment to staff procedures and practices to help staff prepare for new pastoral leadership.

### **E. Relationships**

1. Congregation - Work with members of the Session, executive staff (pastors and directors) to live into new habits of collaborative leadership with staff and lay leaders.

2. Session - Attend and participate in Session meetings as appropriate for Stated Supply.
3. Wider Relationships - Remain active in the life of the broader church and the ecumenical movement. Share perspectives gained from that involvement as appropriate.

**QUALIFICATIONS:** The Pastor of Missions will demonstrate the following personal qualifications:

1. Ordained pastor in the PC(USA)
2. A commitment to knowing Jesus Christ and making him known
3. An ability to relate comfortably and warmly to others
4. A commitment to supportive team ministry and an ability to create and work with teams
5. A proven gift of teaching/preaching
6. A passion for equipping people for ministry
7. A passion for mission in the context of intentional partnerships.
8. A commitment to excellence combining a strong personal work ethic and a balanced lifestyle
9. An ability to organize and manage multiple tasks
10. Ordained Teaching Elder (Minister of the Word and Sacrament) in the Presbyterian Church (U.S.A.), or eligible for ordination and membership in the Presbytery of the Cascades.
11. Member in good standing of a PC(USA) presbytery, or eligible to transfer membership
12. Demonstrated adherence to the Constitution of the Presbyterian Church (U.S.A.), including the Book of Order and Book of Confessions

**EDUCATION:**

1. Bachelor's degree from an accredited institution
2. Master of Divinity (M.Div.) degree from an accredited theological seminary recognized by the Presbyterian Church (U.S.A.)
3. Successful completion of all presbytery requirements for ordination, including theological examination, polity examination, and other assessments as required by the Presbytery of the Cascades

**EVALUATION**

Performance review will be conducted annually by the Personnel Committee.

For more information about the life and work of LGPC, Lake Oswego, Oregon, visit the church's web site at [www.lakegrovepres.org](http://www.lakegrovepres.org)

Please send inquiries and responses to both:

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