



Senior Pastor (1.0 FTE) Job Description

OVERVIEW

The Senior Pastor provides spiritual and institutional leadership for the North Valley Friends Church (NVFC) community. The Senior Pastor facilitates and supports the pastoral team, represents the pastoral team and congregation to the NVFC Elders and various committees, leads NVFC administrative functions, participates in worship leadership, coordinates spiritual formation opportunities, and supports a vibrant community life at NVFC.

KEY RESPONSIBILITIES

- **Congregational Representation and Collaborative Outreach ok**
 - Collaborate with other congregational leaders to cradle the mission and vision of NVFC and ensure it is carried out faithfully.
 - Help NVFC proclaim and demonstrate the good news of Christ's Kingdom within our community and in ways that reflect our commitments to peace, justice, compassion, and creation care.
 - Serve as an official representative of NVFC and its committees in congregational or community contexts.
- **Worship Leadership and Spiritual Formation**
 - Coordinate and assist in facilitating the weekly programmed and unprogrammed worship gatherings.
 - Preach twice monthly (on average) and coordinate other speakers from among the NVFC preaching team or by inviting guest speakers.
 - Work with the elders to discern the health and spirit of programmed and unprogrammed meetings for worship.
 - Collaborate with other NVFC staff to maintain the worship schedule and recruit necessary volunteers.
 - Help coordinate learning opportunities and experiences that deepen our shared Quaker spirituality and practice.
- **Authentic Community-Building**
 - Serve as a prayerful and caring spiritual companion within the congregation, meeting members where they are in their spiritual journey and encouraging a deeper relationship with Christ.
 - Work alongside committees and task groups, organize and implement programs and activities focused on our shared ministry priorities.
 - Facilitate the church's membership process.
 - Collaborate with the elders to address conflict within the Meeting and encourage reconciliation and healthy relationships.
 - Perform weddings and funerals, in coordination with families and other parties.
 - Coordinate with the Pastoral Care Team to provide care through one-on-one pastoral visitation, counseling, spiritual direction, and discipleship. Connect individuals and families in crisis or need with other community-based resources as needed.

- **Administration and Supervision**

- Coordinate the collaborative work of the pastoral team, including working schedules and locations.
- Facilitate and resource staff meetings.
- Supervise and evaluate the Office Manager and custodial staff.
- Participate with the NVFC Elders in the annual review of staff members.
- Collaborate with the Treasurer and Stewardship/Finance Committee to prepare the annual budget and oversee spending.
- Review, maintain, and execute NVFC policies, procedures, and administrative practices.
- Assist in coordinating and managing the use of NVFC properties, facilities, benevolent funds, and grants.

MINIMUM QUALIFICATIONS

- Active and growing relationship with Jesus Christ
- Five years of pastoral experience
- M.Div. or related Master's degree, or equivalent experience
- Authentic and intentional spiritual life steeped in the tradition of Friends
- Deep personal integrity and a commitment to pursuing justice

IDEAL SKILLS AND DISPOSITIONS

- Think critically and demonstrate spiritual discernment
- Show appreciation and respect for members across all generations
- Lead by example
- Be self-motivated and work autonomously
- Effectively communicate with a variety of audiences and in a variety of settings
- Work collaboratively and relationally
- Effectively use technology to present, organize, and communicate
- Encourage others through affirmation while holding each other accountable
- Have strong administrative and organizational skills

CONGREGATIONAL OVERVIEW

NVFC is a Quaker community of ministers who seek to follow Jesus Christ faithfully, love each other deeply, and continue His ministry in the world. We express this mission in five primary ways: faithful witness, authentic community, generous and sustainable use of resources, participatory worship, and spiritual formation and discipleship. We are a loving, intergenerational, and multicultural community of around 100 attendees, including 25-35 youth and 20-25 children. We seek a pastor with a passion to cultivate a loving community that recognizes that of God in every person; that affirms the beauty in our equality and diversity; and where Christ invites everyone to belong, however they identify or why they come. For more information about NVFC [visit our website](#).

COMPENSATION

Minimum salary of \$64,000 adjusted for experience, with 8% retirement contribution and generous insurance stipend.

To apply, please submit a resume and cover letter to office@northvalleyfriends.org. Open until filled.