

## **Collingswood Presbyterian Church**

### **Job Description – Part Time Covenant Call Pastor**

Collingswood Presbyterian Church (CPC), located in Collingswood, NJ, is an open, affirming, inviting, caring family of faith where all God's children are embraced, accepted, and loved. We are seeking a part time Pastor to provide spiritual leadership while the Session, Deacons and members work to realize this mission during this time of transition. A one year commitment is necessary.

CPC is a Spirit guided church that witnesses to the community and the world by sharing and demonstrating our relationship with Christ. We faithfully listen for God's will in our lives and our community and encourages all people to know God's great love revealed in Jesus Christ.

In addition, CPC has established Kaleidoscope Kids Preschool, a successful preschool with a current enrollment of approximately 60 students. Kaleidoscope is financially solvent. The school has an advisory board comprised of church members and includes the school director.

Collingswood Presbyterian is looking for a pastor who will bring enthusiasm and an "all things are possible with God" attitude to help further this mission. A pastor who is up for the challenge of taking on a congregation that has dwindled in numbers but still has deeply devoted members who are willing to work together to create a meaningful worship experience and opportunities to do justice, love mercy, and walk humbly.

#### **Worship Leadership**

- Plan and lead spiritual and meaningful worship in coordination with the director of music and worship committee.
- Administer the sacrament of communion monthly as scheduled.
- Perform baptisms, funerals and weddings of church members as requested.

#### **Pastoral Care**

- Facilitate elders and deacons in sharing in the responsibility with you in illness related visitation to those who are hospitalized, homebound, and in nursing or rehabilitation facilities
- Facilitate elder and deacon visitation schedule. Assist when needed.
- Perform quarterly communion to those members that are homebound and ill.

#### **Staff Supervision and Coordination**

- Coordinate with the Music Director as it relates to coordination of music for the Worship Service
- Coordinate with the Christian Educator
- Supervise and coordinate with the administrative assistant
- Communicate and coordinate building use with the pre-school director

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- Maintain and perform administrative responsibilities as necessary (Flexible on # days per week and will be predetermined by candidate and session)

### **Church Leadership Coordination**

- Moderate Session for monthly meetings and emergency meetings as needed
- Advise the Board of Deacons, as needed

### **Other Duties**

- Maintain regular presence in the church and community including community outreach

### **24 Hour per Week Breakdown**

- 8 hours Worship leadership: Preparation and Sunday service Weekly music meeting - to be reestablished (Sun. mtg.)
- 6 hours for monthly meetings and misc.
- 8 hours Office Hours - Pastoral Care and community outreach
- 2 hours per week weekly staff meetings with Personnel Chair, Christian Education, Music Director and Administrative personnel (In the interest of time management the Chair of Personnel will provide the direct management of staff. This includes all direct oversight with church personnel and advising Director of Kaleidoscope on personnel issues. Pastor will maintain the title Head of Staff and make final recommendations to Session.)

### **Compensation**

Pastor's salary	\$ 26,628*
Pension and medical dues	\$ 14,195
Expense account	\$ 1,500
Pastor's continuing Education	\$ 750
New call and moving expense	negotiable
<b>TOTAL</b>	<b>\$ 43,073</b>

\*Pastor's total salary will be based on years of experience with \$26,628 being the top of the range for this position.

Collingswood Presbyterian Church 30 Fern Ave. Collingswood, NJ 08108 856-854-4523

Send applications to Karen Mazak, Clerk of Session. [Kmazak@mac.com](mailto:Kmazak@mac.com)