

First Presbyterian Church of Metuchen

Interim Pastor/Head of Staff

Send resume to: Jane Meyer; jagmeyer@gmail.com	Website: www.fpcweb.org ; Facebook: https://www.facebook.com/FPCMetuchen/
Accountable To: The Session and the Presbytery of Elizabeth through the Committee on Ministry	Classification: FT
Supported By: Personnel Commission and Church Staff	FLSA Status: Exempt
Position Summary:	<i>The Interim Pastor/Head of Staff will provide pastoral service and staff management on a full-time basis and help prepare the way for the coming of an installed Pastor. The Interim Pastor will <u>not</u> be a candidate for the next called Pastor or Associate Pastor position of this congregation. This person is an experienced leader, is discreet and compassionate, a team player, and knowledgeable about the Presbyterian denomination and theology as well as the transition process. The offering package includes the manse.</i>
Essential Duties and Responsibilities:	<p>Spiritual Guidance</p> <ul style="list-style-type: none"> • Provide spiritual leadership and guidance for the congregation. • Lead worship and preach at Sunday services (3 – 4 Sundays per month); arrange for substitute preachers, as necessary. Note: First Presbyterian/Metuchen worship services are broadcast on Facebook Live. • Serve as Head of Staff, overseeing and supporting the church staff. • Serve as a mentor and provide guidance for the Temporary Associate Pastor. • Serve as a mentor and provide guidance for the incoming seminarian. • Guide and support the Indonesian Fellowship and oversee pulpit supply for their worship services. • Visit members, especially new members, the elderly and shut ins, and people concerned about the transition process. • Provide pastoral care for the congregation and all who seek comfort and spiritual guidance. • Officiate at weddings and funerals. <p>Internal and External Leadership</p> <ul style="list-style-type: none"> • Plan and moderate Session and congregational meetings. • Work with Session and Commission Chairs to solidify changes being implemented through the New Beginnings initiative. • Train lay leaders and work with Commission Chairs, especially on New Beginnings goals for 2018/2019. • Maintain community relationships, e.g., Metuchen-Edison Interfaith Clergy Association, local leaders. • Participate in Presbytery. • Lead new member classes. • Be knowledgeable about our sanctuary church position (for members only) and prepared to oversee these issues, including being the lead for any media inquiries (training will be provided.) • Support and encourage adult education and Bible study.
Skills and Competencies Required:	<ul style="list-style-type: none"> • Spiritual maturity and excellent worship leadership. • Ability to communicate and work effectively with a variety of internal and external stakeholders. • Experienced manager. • Excellent written and oral communication skills. • Team building skills. • Conflict resolution skills.
Computer Equipment and Software Experience Required:	Must be proficient in Microsoft Office suite products. Knowledge of Servant Keeper CMS desirable.

Education and Experience Required:	Education: Ordained Presbyterian minister. Completion of Presbyterian Interim training. Years of Experience: Minimum of three years of experience as a Sr. Pastor/Head of Staff or as an Interim Pastor.
Physical Demands of Position:	This job operates in a church office environment. Some local travel may be required. Work on Sundays and holidays will be required.

This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

First Presbyterian Church of Metuchen (FPC) is an active congregation of nearly 700 members located in Metuchen, NJ. Visit us at www.fpcweb.org. Our congregation is comprised of approximately 85% white, 11% Asian (Indonesian), 2% African American, 1% Hispanic, and 1% other. We have an average worship attendance of 225.

Our Vision: To be an inclusive, connected, and loving community mobilized to serve Jesus Christ.

Our Mission: We are a welcoming and diverse congregation that serves God by improving the spiritual, mental, and physical well-being of people in our community and beyond through worship, education, fellowship, music, and mission outreach. We live out our mission in the following ways:

- Welcoming worship, with greeters, welcome representatives, and after-worship coffee hour.
- New member orientation and small groups for spiritual development.
- Community outreach:
 - Monthly free community dinners with home-cooked meals and fellowship – regularly attended by 100+ residents
 - Volunteer-supported food pantry, that provides food for 60+ families per month.
 - Host and co-sponsor local non-profit and school programs at our large social center.
- Extensive children and youth programs for both church members and community youth.
 - Children’s Programs
 - Church School on Sunday morning for children starting at age 2.
 - First Friday Club for kindergarten – 2nd grade children.
 - Junior Club for 3rd – 6th grade children.
 - Vacation Bible School summer program that hosts 150 children.
 - Non-denominational, independent nursery school.
 - Youth Programs
 - Church School on Sunday morning for senior high youth.
 - Presbyterian Puppeteers open to 6th grade and older youth to perform in worship, chapel time, and local nursing homes.
 - Youth Fellowship Groups for grades 7-8 and 9-12.
 - Yearly Habitat for Humanity mission trips.
 - 30-Hour Famine that increases awareness of poverty and local needs.
 - Presbyterian Young Women for female youth ages 14+.
 - Johnsonburg Retreats for junior and senior high youth.
 - Annual Youth Training Workshops.
 - Young Adult (20’s-30’s) fellowship group for members to grow their faith.
- Renowned music program, spanning multiple ages from young children through adults
 - 9 choirs, including 4 vocal choirs and 5 bell choirs – over 100 people participate.
- Fellowship for parents of nursery-age children.
- Active Indonesian congregation with Indonesian language services and other activities.
- Session-approved Sanctuary Church for members.