

## Part Time Interim Job Description

1. Part Time Interim Job Description – Negotiable based on interests and skills.
2. Plan and Direct Sunday and Special Worship Services
  - a. Prepare sermon and select scriptures based on the subject of message.
  - b. Plan bulletin and select call to worship, prayers, and additions to the worship service by Thursday prior to service.
  - c. Special Services include, but are not limited to Christmas Eve, Maundy Thursday, Easter, Easter Sunrise Service, Funerals, and Weddings.
3. Participate in the Life of the Church
  - a. Attend events, fellowship activities when possible.
  - b. Actively encourage members to develop and use their gifts in the life of the church.
4. Facilitate Christian Education Activities of the Church
  - a. Act as a biblical resource and spiritual support for lay Christian education teachers.
  - b. Facilitate a weekly Bible study as needed
5. Moderate Session and Congregational Meetings.
  - a. In conjunction with the Clerk of Session, prepare agendas and ensure that information is distributed prior to the meeting.
  - b. Provide a brief Pastoral Report for the monthly Session meeting.
  - c. Lead and moderate meetings to ensure agenda is completed and meeting is kept as effective and efficient as possible.
6. Provide Pastoral Care to Members
  - a. Provide visitation to shut ins, hospital visits, and emergency follow up visits.
  - b. Use biblical principles and maintain confidentiality during counseling sessions.
  - c. Available for emergencies as they arise.
  - d. Update social media presence as needed.
  - e. Establish office hours at least one day of the week.
7. Participate in New Program Development
  - a. Suggest ideas to help our church implement new programs.
  - b. Support and encourage lay leaders to carry out these programs