

Community Presbyterian Church

Interim Pastor's Job Description

1. 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. In conjunction with the Music Director, select hymns based on message and season by Wednesday prior to service
 - d. Assist rotating worship assistant (lay reader) and provide service content by Thursday prior to service.
 - e. Special Services include, but are not limited to Christmas Eve, Maundy Thursday, Easter, Easter Sunrise Service, Funerals, and Weddings.
2. Participate in the Life of the Church
 - a. Attend events, fellowship activities, various groups and commission meetings
 - b. Actively encourage members to develop and use their gifts in the life of the church
 - c. Oversee lay leaders for various programs such as GriefShare, Fish Hospitality, Food Pantry, VBS, and various session committees.
3. Lead Christian Education Activities of the Church
 - a. Act as a biblical resource and spiritual support for lay Christian education teachers.
 - b. Lead a weekly Wednesday morning Bible study for adult members.
 - c. Lead new member classes on a routine basis.
 - d. Facilitate a weekly evening Bible study as needed
4. 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.
5. Keep Regular Office Hours
 - a. Maintains regular scheduled office hours to ensure access by members and agencies.
 - b. Provides office support including answering of telephone, monitoring emails, reviewing messages.
 - c. Updates social media presence as needed.
6. Provide Pastoral Care to Members
 - a. Maintain appropriate confidentiality
 - b. Provides visitation to shut ins, hospital visits, and emergency follow up visits.
 - c. Use biblical principles during counseling sessions.
 - d. Available for emergencies as they arise.
7. Actively 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

- c. Areas requiring specific attention include:
 - i. Church growth
 - ii. Member involvement
 - iii. Developing our multicultural ministry
 - iv. Increasing Christian Education
- 8. Acts as head of staff for both paid and volunteer positions.
 - a. Hold staff accountable for job descriptions and tasks that need completion.
 - b. Monitors hours worked, maintains account of time off and accruals and approves time off.
 - c. Monitors performance of employees.
 - i. Provides feedback for performance.
 - ii. Uses constructive criticism to adjust performance.
 - iii. Timely addresses issues.
 - iv. Keeps confidential discussions with employees.
 - d. Keeps Personnel committee informed of issues and potential issues.