**St. John’s (Hain’s) United Church of Christ**

**Wernersville, PA**

**Scope of Work/Job Description**

TITLE: Intentional Interim Pastor (Full Time)

ACCOUNTABILITY: The Intentional Interim Pastor is responsible to the congregation through the elected Consistory.

SUMMARY:

* The Intentional Interim Pastor (IIP)of St. John’s (Hain’s) United Church of Christ is called to be the church’s temporary partner in ministry as the church seeks to worship God and faithfully witness to the Gospel of Jesus Christ. The IIP serves as the leader and guide, companion and friend, supporter and resource to strengthen life and work of the church and the ministry of all believers.
* The IIP will work with the Consistory and Search Committee to guide the activities of congregational engagement in preparation for the search, and will be a resource in the process of writing the Local Church Profile, focusing on the questions: Who are we now?, Who is our neighbor, and Who is God calling us to become?
* The IIP shall be dedicated to preaching and teaching the Word of God and empowering the laity to become disciples of Christ to carry out the ministry of the church.
* The IIP upholds professional and ethical standards consistent with his/her ordination vows and the Ordained Minister’s Code of the United Church of Christ.
* The IPP strives to develop an ethos of teamwork among the staff and lay leadership, and creates a collegial work environment appropriate for people working cohesively.
* The IPP demonstrates and encourages open, honest, and respectful communication.
* The IPP is committed to professional and spiritual growth and continuing study.

RESPONSIBILITY:

* The IIP works with the Consistory to help the church envision its general direction and articulate its purpose and mission.
* The IPP acts as executive head of the church, observing all tenets of the church’s Constitution and By-Laws, which include:
  + To conduct all worship services on Sundays, Holy Days, and other days as the congregation may desire, to supervise the work of religious education, to

administer the Holy Sacraments, to visit the sick (coordinated with Assistant Pastor for Visitation), comfort the distressed, and perform all such and related duties as properly belong to the IIP’s office.

* + The IIP shall hold as a “privileged communication” any confidence or information of a confidential nature received during the course of pastoral services.
  + The IIP shall attend the monthly meetings of the Consistory and shall make a monthly written report of pastoral services rendered. The IIP shall also make an annual written report to the congregation at the annual congregational meeting.
  + The IIP is, by virtue of the office, an ex-officio member of all committees, organizations, and groups within the congregation.
* The IIP is the primary leader in the planning and implementation of worship services, and coordinates efforts with appropriate staff.
* The IIP performs weddings, funerals, special services, baptisms and other liturgical rites, including the necessary preparatory counseling. He/she also works collaboratively with the relevant staff and laity in the scheduling process.
* The IIP provides pastoral care to persons in need, including hospitals calls and bereavement counseling in coordination with Assistant Pastor for Visitation.
* The IIP seeks to maximize his/her effectiveness by delegating programmatic work to other qualified staff and laity through committees and task groups.
* The IIP is an ex-officio member of the Consistory, acts as the primary staff advisor to the Consistory, and works collaboratively with them to set and review budgeting processes, initiate short-and-long-term planning, and oversee its implementation.
* The IPP provides direct supervision of the Assistant Pastor for Visitation, Director of Music, Director of Christian Education, Church Secretary, Financial Clerk, Youth Coordinator, and any future related staff.
* The IIP will work collaboratively with church staff and laity to participate in community, denominational, and ecumenical activities, including the Conrad Weiser Ministerium.
* The IIP is the primary staff advisor to all committees and groups within the church.
* The IIP is the primary staff advisor to the Elders, and works with them to enrich the spiritual life and climate of the church.