

Peace United Church of Christ  
Position Description

09/19/2018

Position Title: Interim Pastor

Reports to: Church Council

Job Status: Full-time

Job Summary: The Interim Pastor serves as minister, teacher and mentor to members and friends of the congregation, as well as performing duties related to the discernment process and search for a settled pastor.

Duties and Responsibilities: The interim pastor duties include the following:

1) Worship

- With input from the worship team, takes primary responsibility for planning and leadership of worship services, including celebration of sacraments
- Officiates at weddings and funerals
- Trains, guides and supports lay liturgists
- Promotes collegial and mutually supportive relationships between members of music and worship teams

2) Vision and Leadership

- Attends, participates in, and provides encouragement and leadership for:
  - a) Church council meetings
  - b) Congregational meetings
  - c) Other church leadership teams as needed
  - d) Community outreach teams as needed
- Provides ongoing leadership to the church vision team
- Encourages ongoing communication and cooperation between church committees and teams
- Promotes a safe intergenerational community, integrating all ages into the fullness of the church's vision, and integrating children and families into the heart of all church life and ministry.

### 3) Church administration

- Provides overall management and/or direct supervision, encouragement and support for:
  - a) Worship staff
  - b) Administrative staff
  - c) Children and youth program staff
- Plans and leads staff meetings and retreats
- Oversees church print and electronic communications

### 4) Pastoral Care

- Provides pastoral care to members and friends of the congregation, with referral to appropriate professionals for counseling as needed
- Accompanies and provides emotional support to individuals and families in times of crisis
- Works with and supports the Care and Visitation Team

### 5) Spiritual Growth and Religious Education

- Oversees new member orientation classes
- Oversees educational programs for adults, children and youth
- Oversees small- and large-group educational and spiritual enrichment programs for all ages
- Promotes and supports leadership development within the congregation

### 6) Interim/Discernment Process

- Works with the transition team and/or search committee to facilitate the congregation's discernment of its vision and mission, and its preparation for search for a settled pastor
- Serves as resource for the work of transition, including writing the local church profile
- Assists and supports the congregation's examination of its heritage, mission, leadership, connections, and future
- Provides support in working through unresolved issues in the congregation relating to leadership, worship, music, and/or programs
- Provides support in processing constructive, healthy conflict

- Assists and supports decisions regarding current issues facing the congregation, including, but not necessarily limited to, the church capital campaign, property development, staffing, renovations, financial stability, and the children, youth and families program.