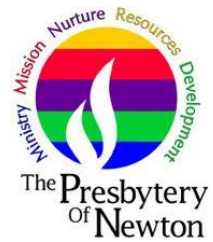


INTERIM/TRANSITIONAL PASTOR POSITION DESCRIPTION PRESBYTERIAN CHURCH OF KITCHELL MEMORIAL PRESBYTERIAN CHURCH



Responsibilities of Transitional Pastor Position Description:

The full time Interim/Transitional pastor will fulfill the following specific responsibilities:

- Plan, lead and deliver a sermon and a children's message during worship services each week. Additional services are required during Lent, Thanksgiving, and Advent seasons.
- Administer the sacraments. This includes pre-baptismal counseling meetings.
- Officiate at weddings and funerals. This includes pre-wedding counseling and meeting with family members making funeral arrangements.
- Support the church's program: school, youth group, Presbyterian women, men's group and choirs as time permits. Assist with the Confirmation Class by being a resource person, which may include occasional attendance at confirmation classes or service activity.
- Visit hospitalized members and shut-ins and administer the Sacrament of Communion as requested.
- Provide pastoral care for the congregation and for all who seek comfort and guidance through the church.
- Serve as Moderator of the Session.
- Serve as Head of Staff.
- Assist boards and committees of the church in their ministry as scheduled. Initially meet with every committee and then as needed or scheduled.
- Attend Presbytery meetings and keep Committee on Ministry (COM) informed on the health of the congregation.

- Train newly elected officers and work with boards and committees to set yearly goals.
- Lead a Bible Study or Workshops for the faith development of members and new members.
- Be available at church/office, by phone and/or email during the week.
- Work to promote reconciliation within the congregation.
- Lead the Congregation through a Discernment Study, following the process approved by the Missional Ministry Team, which will lead to election of the Pastor Nominating Committee and the Mission Information Form (MIF).

Duration:

The position will initially be for 12 months and can be extended with mutual agreement.

Manse/Housing

The interim pastor may use the manse or be provided with a housing allowance.

If you are interested please send your PIF to Rev. Jeanne Radak, Presbytery Leader, jbradak@newtonpresbytery.org