

## **Mine Hill Presbyterian Church**

### **Pastor Position Description**

**Staff Position:** Part-time Covenant Supply Pastor

**Purpose:** To provide pastoral leadership to the members and friends of the Mine Hill Presbyterian Church

**Accountability:** Presbytery of Newton

#### **Responsibilities:**

- To prepare for and lead the weekly Christian worship, deliver a sermon and administer the sacraments at designated times.
- To assist in the recruiting of prospective members and provide orientation for new members.
- Pastoral visitation as needed, including the administration of the Sacrament of the Lord's Supper to the sick and shut-ins.
- Attend church events and gatherings when possible, including fellowship hour following the Sunday worship.
- To provide church representation at community affairs when requested.
- To officiate at congregational weddings, baptisms and funerals. This includes pre-wedding counseling, baptismal counseling and meeting with family members making funeral arrangements.
- To participate in ecumenical and seasonal services when requested.
- To moderate the meetings of Session and the congregation; to be a resource for the governing bodies of the church.
- To attend Stated Meetings of the Presbytery.
- Hold weekly office hours on Wednesday during the time the church Thrift Shop is open.

**Time Usage:** Fifteen (15) hours per week

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