

First Presbyterian Church

Transitional Pastor - Job Description

Purpose: To provide leadership and support for the church and congregation through worship, pastoral care, governance, outreach, and mission during transition between lead pastors. This position is to serve as a short-term position between 12 to 18 months as determined by the congregation led by session and Pastor Nominating Committee. This individual must fully encompass the church's mission and vision, supporting all programs and members of the church. The Transitional Pastor will provide future growth and sustainability for the church. During this temporary period, the Transitional Pastor will help the church examine strengths, weaknesses, and prioritize growth of membership. It is encouraged that this individual will be specifically trained by the EPC in the Transitional training program or willing to participate in this training.

Accountability: The Transitional Pastor serves as the temporary Head of Staff and is accountable to the First Presbyterian Church Session, the Congregation, and the Evangelical Presbyterian Church (EPC) Midwest Presbytery.

Specific Responsibilities: The Transitional Pastor is responsible for the following job duties, as well as other duties as assigned.

Session:

1. The Transitional Pastor will be available to moderate the Session, at the request of the Clerk of Session. The Transitional Pastor will work toward and carry out the guiding principles of the EPC and foundations of the Presbyterian Church, as well as, the policies, goals, vision and mission of the church as established by the Session.
2. The Transitional Pastor will work with chairpersons and all Standing Committees of the Session including, but not limited to: Worship & Music, Evangelism & Outreach, Christian Education, Parish Life, Property & Management, Personnel, Nominating, Mission, Audio Visual & Technology, and Financial.
3. The Transitional Pastor will be available to all other organizations of the church as needed for guidance and leadership.

Administration:

1. The Transitional Pastor will oversee the work of all staff, and all committees, programs and projects of the church, overseeing day to day operations and needs with guidance of the Session.
2. The Transitional Pastor will lead all sacraments, including, but not limited to, New Member Classes & Confirmation, Baptisms, and Communion.
3. The Transitional Pastor will be the staff liaison for the Board of Deacons.
4. The Transitional Pastor will supervise the staff and conduct annual performance reviews with oversight from the Personnel Committee.

Worship, Preaching & Teaching:

1. The Transitional Pastor will provide leadership in worship services of the congregation, preaching on Sundays and in special services throughout the Christian calendar.
2. The Transitional Pastor will be well prepared for service and sermons, articulating biblical teaching and themes to relevant current events and life with motivational, passionate, and engaging delivery of the Word.

3. The Transitional Pastor will collaborate with the Organist, Choir Director, Liturgist, and others pertinent to each worship service.
4. The Transitional Pastor will perform weddings and funerals as requested.
5. The Transitional Pastor will teach and participate in Sunday School, small groups, and Christian Education as requested.
6. The Transitional Pastor will communicate with Session and Congregation when time off will interfere with worship in order to find pulpit supply in a timely manner.

Pastoral Care:

1. The Transitional Pastor will provide pastoral care and spiritual nurture to members and friends of First Presbyterian Church.
2. The Transitional Pastor will assist in the distribution of Holy Communion to homebound and nursing home members as requested.
3. The Transitional Pastor will provide care visits to hospitals and health care facilities for our members and families in their times of need.
4. The Transitional Pastor will provide spiritual oversight and pastoral leadership to the Stephen Ministry of the church.

Ecclesiastical and Community Relations:

1. The Transitional Pastor will be a faithful Presbyterian, following the rules of, and participating in the governing body of the EPC.
2. The Transitional Pastor will represent First Presbyterian Church of Greenville, Ohio in community organizations and in denominational organizations as opportunities arise. Leadership in the community is an important attribute for the Pastor to grow membership and attendance.
3. The Transitional Pastor will oversee staff and volunteers in a technological representation of our church in the community through social media, live streams and other electronic media.

Christian Values, Morals, Integrity & Professionalism:

1. The Transitional Pastor will display exemplary Christian values in accordance with EPC and the mission and vision of the church.
2. The Transitional Pastor will place the highest importance on honesty, confidentiality and discretion in all aspects of the position, working with the congregation and membership, all governance and committees, and in the community.