

## **St. Paul's Presbyterian Church**

433 Park Avenue, Laurel Springs, NJ 08021

856-783-1839      [www.sppres.org](http://www.sppres.org)

*Together, we are becoming God's family. Transformed by knowing Christ, Growing by following Christ, Making a difference by sharing Christ... Empowered to serve.*

### **Seeking a Full-time Transitional Pastor**

#### **Position Description and Requirements:**

Overview: This is a Full-time transitional pastor role. It requires experience as a Pastor and Transitional Pastor in a congregation consisting of approximately 300 members. The position is open due to the upcoming retirement of the Senior Pastor. An Interim/transitional certificate is required. It is noted that the Transitional Pastor will not be able to become the next Installed Senior Pastor.

#### Specific Requirements and Duties in Key Areas:

##### 1. Leadership, Preaching and Worship

- Provides a biblically based preaching and teaching ministry.
- Communicates a clear and consistent message through sermons that are carefully prepared and delivered for 2 services each Sunday.
- Is able to articulate a clear and consistent Christ-centered theology. Commits to denominational linkages by continuing involvement with the Presbytery, its missions and resources.
- Encourages the congregation in the worship and service of God, enabling and encouraging the congregation with their tasks within the church and in their mission in the world.
- Assists the congregation in the transition process and mission development as it looks towards the future as needed.
- Facilitates the call process by working to update the mission study.

##### 2. Staff Leadership and Supervision

- Experience as Head of Staff in managing our Part-time staff which includes Music Director, Kid's Life Director, Nursery Assistant and 3 Office Personnel.
- Tracks staff projects and activities to assure they are completed in a timely manner and within budget.
- Conducts performance reviews and takes corrective action with staff when necessary.

### 3. Pastoral Care

- Visits, contacts, counsels, and cares for the congregation and our shut-ins as needed on a limited basis due to time constraints.
- Finds ways to expand our Pastoral Care network by developing/training members of the congregation to provide additional outreach to those in need in addition to our twice a year parish calling.

### 4. Administration/Finance

- Moderates Session meetings.
- Provides active leadership to the Session, and its committees and the Board of Deacons.
- Attend Committee meetings as schedule permits.
- Understands the importance of supporting and enforcing policy, practice and procedure.
- Allocates and manages finances transparently and makes certain financial accountability systems are in place and utilized.

### 5. Mission

- Provides leadership to the congregation and its organizations by supporting programs that will enable the church to grow its mission activities in service to God.
- Helps the congregation to see new mission opportunities and inspires them to move quickly when opportunities/needs arise.

### 6. Assist the Congregation in the transition to a new Senior Pastor.

- Maintains stability in the moment and provides hope for a vibrant future as needed.

### 7. Session and congregation covenant

- To pray for the Pastor.
- Support the Pastor in his/her Ministry.
- Provide regular financial compensation according to the terms in contract.
- Actively participate in the life of the church; especially in attendance of regular worship services and other church activities.
- Actively work to support the growth of the congregation and youth activities.
- Work with the Pastor by participation in the leadership of the church and be willing to implement new ideas and programs.

Terms of Call

Length of Time: 1 year with a 30- day release clause - may be extended

Experience: Transitional Ministry Experience. At least 3 years' experience as Transitional Pastor

Salary/ Housing Allowance: \$69,000

Pension/Medical: Full

Professional Expense including mileage vouchered: \$3,000

Continuing Education:  
2 weeks/\$750.00 vouchered reimbursement

Vacation: 1 month (4 or 5 Sundays)

Moving Costs: up to \$2,000

Contact Info: \_\_\_\_\_ 7/29/2021

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