



## Noblestown Presbyterian Church

7427 Noblestown Road • Oakdale, Pennsylvania 15071

Phone (724) 693-8250

Pastor Job Description

Title: Temporary Supply Pastor Call:

Hours: Up to 15 hours

Education: As required by UPC

Responsibilities and Duties including, but not limited to those listed below:

Conduct Worship services weekly.

Conduct Worship service including Sacrament of Communion and /or Baptism as scheduled by Session.

Conduct Congregation Meetings as scheduled

Schedule and conduct special services as scheduled by Session,

Christmas eve  
Maundy Thursday  
Good Friday Services

Counsel Wedding participants

Perform Weddings and Funerals per request of families.

Moderate Session Meetings.

Visitation of the Ill, hospitalized and home-bound persons and provide Communion to home bound per request.

Visits/contacts of members, congregation member, to visitors and to prospective members.

Counseling parents concerning their child's baptism.

Provide leadership and guidance to Congregation.

Provide counseling to Congregation members per request.

Be available as a resource person for the congregation.

Assist and attend functions of the church, ie dinners, fundraisers ect.

Provide bulletin information in timely fashion to person responsible .

Salary: 15 hours per week. \$ 20,800.00 annual salary plus mileage