

Job Description
Interim Minister
The Presbyterian Church of Plum Creek
Plum Boro, Pennsylvania

Job Title: Interim Minister, The Presbyterian Church of Plum Creek

Contact: Gary Lasser Personnel Chair
Plum Creek Presbyterian Church, 550 Center New Texas Road, Pittsburgh, Pa 15239
(412) 374-5017 (Day)
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Status: Full Time

Accountability: The Interim Minister is accountable to the Session.

Purpose: The Interim Minister is responsible for moderating the Session and for providing pastoral leadership and administrative oversight of the church's ministries, including worship, music, preaching, teaching, mission service, stewardship, and fellowship. He/she will work with the Session and Church staff to provide opportunities for members to engage in worship, discipleship and mission. He/she will use his/her developed interim-specialist skills to assess the congregation's current and long-term needs (including developing a long-term budget) and provide inspiring counsel and leadership to help the Church identify what it is called to be in the future. He/she will support the congregation so that it can continue to identify its mission and purpose as the body of Christ during the time between installed ministers. He/she will help prepare the congregation for new pastoral leadership.

Responsibilities:

- Provide pastoral presence to a church in transition
- Assist the congregation in the interim duties of:
 - a. Helping the congregation continue the ministry opportunities previously in place at Plum Creek
 - b. Leading the Church to a renewed vision for the future
 - c. Helping to discern God's will for this Church
 - d. Continuing strong ties with the Presbytery
 - e. Providing training, support and guidance to the staff and lay leadership in Church governance and open communication
 - f. Preparing the congregation for welcoming a new called pastor
- Preach regularly, lead worship, and provide a teaching ministry that will lead to the membership's spiritual growth
- Provide pastoral care for those in crisis situations, and to those hospitalized and homebound. Provide appropriate counseling and referrals when necessary to troubled individuals and families. Work with Session and Deacons when help is

- needed with visitations and memorial services. Perform memorial services/funerals as appropriate
- Administer the sacrament of the Lord's Supper and perform baptisms as approved by Session. Perform pre-baptism counseling
 - Perform weddings as requested and appropriate and perform pre-marital counseling
 - Oversee the administration and management of all areas of the congregation's ministry programs in consultation with the Session and appropriate boards, committees, and staff
 - Work with the personnel committee and Session to support, supervise, manage, and evaluate the Church staff guided by staff job descriptions and/or personnel manual. Hold regular staff meetings to coordinate ministries of the Church and facilitate communication
 - Work with the Stewardship Committee to promote, evaluate, and advocate responsible biblical stewardship in the congregation
 - Provide financial oversight/monitoring with the Trustees and report regularly on the same to the Session
 - Assist in congregational communication through monthly correspondence via the Church publication of *The Caller* and through personal contact. Attend scheduled church fellowship activities, such as dinners and dramatic ministries
 - Moderate regular and special session meeting as well as congregational meetings
 - Participate in Bible study
 - Demonstration of an ability to bring individuals and teams together for the good of the Church

Direct reports: Director of Worship and Music Ministries, Secretary, and Director of Christian Education

Work schedule: The position of Interim Minister requires flexibility in working hours, including evenings and weekends. The Interim Minister must be accessible to the congregation and to communicate regularly with church staff. The Interim Minister is expected to lead, take part in and attend all worship services when not on vacation, study leave, or other approved church business. The Interim Minister needs to be available in emergency situations. When the Interim Minister cannot be available, he/she must make arrangements to have "on-call coverage" and communicate this to the appropriate staff so that congregational members and Session are aware of arrangements.