

Job Description
Interim Senior Pastor
The Presbyterian Church, Sewickley
Sewickley, Pennsylvania

Job Title: Interim Senior Pastor, The Presbyterian Church, Sewickley

Accountability: The Interim senior pastor is accountable to the Session.

Purpose: The Interim Senior Pastor 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 our two associate pastors to provide dynamic 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 providing leadership for an ongoing capital campaign) 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 fulfill its mission and purpose as the body of Christ during the time between installed senior pastors. 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:

- Helping the congregation continue the mission and discipleship opportunities inspired and led by the retiring senior pastor
- Leading the church to a renewed vision for the future
- Helping to discern God's will for this church
- Continuing strong ties with the Presbytery, Synod and GA
- Providing support and guidance to the associate pastors, music ministry, staff and lay leadership
- Preparing the congregation for welcoming a new called pastor
- Provide support, leadership, and vision for the church's ongoing capital campaign

Preach regularly, lead worship, and provide a teaching ministry that will lead to the membership's spiritual growth

Provide appropriate opportunities for the associate pastors to lead worship and preach

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. Communicate with Deacons when help is needed with visitations and memorial services. Perform memorial services/funerals as appropriate.

Administer the sacrament of the Lord's Supper, 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, associate pastors, and appropriate boards, committees, and staff;

Work with the personnel committee and Session to support, supervise, manage, and evaluate the church staff, Friendship Nursery School 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 and report regularly on the same to the Finance Committee

Work with the Capital Campaign Committee to promote and continue to evaluate and, as necessary, revise, the ongoing capital campaign

Assist in congregational communication through monthly publication *Interpretations* and through personal contact. Attend scheduled church fellowship activities, such as church retreats

Moderate regular and special session meeting as well as congregational meetings

Participate in Bible study with staff and members

Direct reports: Associate Pastors, Director of Music Ministries, Financial Administrator, and Director of Children's Ministries

Work schedule

The position of Interim Senior Pastor requires flexibility in working hours, including evenings and weekends. The Interim Senior Pastor will be accessible to the congregation and to communicate regularly with church staff and to coordinate pastoral coverage with the Associate Pastors. The Interim Senior Pastor should have two full days off each week, if possible. The Interim Senior Pastor is expected to lead, take part in and attend all worship services at TPCS when not on vacation, study leave, or other approved church business. The Interim Senior Pastor needs to be available in emergency situations. When the Interim Senior Pastor 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.

Contact:

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