

Calvary Presbyterian Church
Wyncote, PA
www.calvarypreswyncote.org
Transitional Pastor Job Description

POSITION PURPOSE:

Calvary Presbyterian Church seeks a transitional pastor who will maintain the full functioning of the church and use their transition-specialist skills to understand the congregation's history and assess the congregation's current and future needs. They will help prepare the congregation for new pastoral leadership.

RESPONSIBILITIES:

- Plan and lead worship services, including administering the sacraments of baptism and communion, in concert with the Worship and Music Committee
- Provide an inspiring preaching and teaching ministry
- Provide guidance, support, and oversight of the transition process
- Lead and supervise the Church staff in collaboration with the personnel committee.
- Moderate Session meetings
- Motivate and be available as a resource person to the lay leaders of the church
- Provide pastoral services such as home/hospital visits, communion to shut-ins, pastoral presence for those in crisis situations, visiting church members, counseling as needed
- Officiate at weddings and funerals
- Teach confirmation class and assist with youth group as needed, in coordination with the Christian Education Committee and the Christian Education Coordinator
- Teach new members classes as needed
- Attend and support church functions
- Assist the congregation in resolving conflicts if needed
- Represent the church at the Presbytery level
- Perform other duties as outlined in The Book of Order or as dictated by Presbytery

QUALIFICATIONS:

- Experience as a Transitional Pastor
- Completion of Transitional Ministry training (Unit 1)
- Strong and effective interpersonal and communication skills
- Possess highly refined skills in working with people, and be willing and able to have an open dialogue while showing respect and sensitivity to the individuals and topic
- Ability to use basic word processing and communication software tools to facilitate communication

STATUS: Full-time

ACCOUNTABILITY:

The Transitional Pastor is accountable to the Session and the Philadelphia Presbytery.