

Job Description: Trinity United Presbyterian Church
Clifton Heights, PA

Duties of the Temporary Supply Pastor shall be:

- ***Worship***
- Lead the congregation in worship, including Children's Sermon and Sermon for the adult membership.
- Administer the Sacraments once a month in the Sunday worship service.
- Lead special services for our members, including but not limited to: communion, baptism, weddings, funerals, Easter, Christmas, etc. Services may be performed for non-members at the discretion of the pastor.
- Training for communicant classes with the assistance of lay leaders as necessary.

- ***Pastoral Care***
- Provide comfort to those members in sickness and grief.
- Provide counseling to members in crisis or need.
- Bring the Sacrament of Communion to shut-ins when requested, assisted by an Elder or a Deacon.

- ***Administration & Leadership***
- Serve as moderator of our Unicameral Board of Elders.
- Serve as an advisor to the Deacons and oversee church committees. All committees have an elder as chairperson.
- Represent our church at Presbytery meetings, usually with an elder, as time permits.
- Represent our congregation at ecumenical events as time permits.
- Handling mail, correspondence regarding pastoral concerns and answering the phone when the pastor is in the office and retrieving his/her messages. NOTE: We have a part-time Volunteer Secretary and others that can step in as needed. This person will handle the Sunday bulletin, copying and mailings with the assistance of the Pastor as time permits.
- Lead occasional Bible Study classes, either on a special topic or a book of the Bible. Help resource Sunday School teachers if the need for children's Sunday School arises.
- Oversee the operations of the Trinity Food Pantry, including staffing volunteers for pantry hours, volunteers for pantry shopping and storing, and writing an annual report concerning food distributed through the pantry.

One year contract renewable

19 hours per week

\$25,572 salary

Interested: Contact Margaret Huscher, Clerk of Session mabh31@gmail.com