

**The First Presbyterian Church of Philipstown is seeking a part-time (30 hours per week)
INTERIM PASTOR
Position available immediately with a one year renewable contract**

The Interim Pastor will be responsible for the following duties:

- 1) Preaching and Leading Worship.
To plan and lead worship in the Reformed tradition including:
Preparing sermons, selecting hymns, and appropriate liturgy;
Administering the sacraments;
Officiating at weddings and funerals, as requested; and
Working with the Worship and Arts Committee and staff in planning for special worship events related to the liturgical year.
- 2) Pastoral Care and Outreach.
To support and work with the Deacons and Congregational Care network, assuring
Visitation of members who are in hospital and nursing home as well as those homebound;
Providing pastoral care to persons in crisis or significant life changes as requested; and
Advising/Assisting with the outreach towards new and prospective members.
- 3) Church Leadership and Administration.
To build a more effective church organization by:
Moderating and leading the Session in its responsibilities;
Resourcing church committees and lay leaders;
Supervising the church office; and
Working in a collegial relationship with the staff to plan and develop an appropriate program of activities.
- 4) Teaching.
To fulfill responsibilities as a Teaching Elder by supporting the Education Ministry of the congregation (Sunday School, Adult Study Group and Confirmation Class).
- 5) Mission Study
To lead the congregation in an envisioning process culminating in the creation of a Vision/Mission Statement, Ministry Goals and Activities, and the Ministry Information Form.
- 6) Relationship to the Hudson River Presbytery and Committee on Ministry (COM).
To become accountable to and work in collaboration with the Hudson River Presbytery through its COM:
Becoming a member of the Hudson River Presbytery
Meeting regularly with the COM liaison, not less than quarterly, to discuss the progress during the transition period;
Meeting annually with the COM or a subcommittee, submitting a one page report; and
Referring all questions related to the pastoral search process by candidates to the COM liaison.