

Third Presbyterian Church

Springfield, IL

Interim Pastor Position Description

PURPOSE

The Interim Pastor is responsible for the overall guidance and coordination of the Church's program. The Interim Pastor provides a balanced ministry of preaching, pastoral care, and spiritual leadership and encourages the congregation to grow to its full potential in membership, spiritual vitality and ministry.

The Interim Pastor may serve as a part time or full-time employee as determined by Session.

ACCOUNTABILITY

The Interim Pastor is accountable to the Presbytery and to the Session of Third Presbyterian Church through its Personnel Committee. Reporting directly to this position are an Administrative Assistant/Office Manager, Office Manager Assistant, Choir Director, Organist, and Custodian.

PASTORAL RESPONSIBILITIES

- To guide and share in the development of inspirational and meaningful worship services, including the preparation and delivery of the sermon.
- Mission Study
To give leadership to the session who should lead the congregation in an envisioning process culminating in the creation of a Ministry Information Form (MIF).
- To coordinate preaching, liturgy, weddings, funerals, and baptisms and to assume primary responsibility for preaching.
- Be accessible to members for pastoral care and consultation.
- To provide emergency hospital visitation.
- To provide instructions for new members, weddings and baptisms.
- Work through the developmental tasks related to history, new identity, lay leadership, denominational ties, and preparing for new leadership.
- Address issues of grief and conflict within the congregation.

SESSION LEADERSHIP RESPONSIBILITIES

- To encourage the congregation to grow in its spirit and practice of generosity through the stewardship of time, talent and resources.
- To serve as Moderator of the Session at regular and special meetings, and at the annual Congregational Meetings once approved to do so by Commission On Ministry (COM). The moderator before the approval will be appointed by COM.
- To be a staff advisor to various boards and committees.

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HEAD OF STAFF RESPONSIBILITIES

- To be responsible, as Head of Staff, for the overall administrative leadership, organization, and annual evaluation of the staff by overseeing, directing and coordinating all church staff in a climate of openness, trust, respect, and cooperation.
- To provide, through the Administrative Assistant/Office Manager, , general administration direction and supervision.
- To provide necessary articles for publications produced by the Church.
- To encourage and provide leadership to the program staff in annual goal-setting and long-range planning.
- To promote the professional development of the staff.
- To oversee social media.

PROGRAM RESPONSIBILITIES

- To work with staff boards, committees, and the congregation to plan and develop an appropriate program of activities.

DENOMINATIONAL PARTICIPATION AND PERSONAL GROWTH

- To engage in a discipline of personal spiritual development and in a program of professional growth.
- The interim will be a Temporary Member of the Presbytery of Great Rivers with voice and vote when granted by the Assembly, throughout the length of the contract, attending the Presbytery of Great Rivers meetings as able.

EVALUATION AND COMPENSATION

The Interim Pastor will meet at least once a year with the Personnel Committee of the Session to review progress toward the goals, objectives, and priorities of the congregation, and to evaluate the Pastor's relationship with the congregation and general effectiveness.

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Additional Terms

The interim must be approved by the Presbytery through COM to officiate the sacraments.

The Interim will not moderate the Session until his polity class is passed, and COM gives him authority to moderate. A mentor will be appointed for the Interim for the first six months of moderating. The Interim will consult the mentor before each meeting and as needed. If COM determines that the mentor needs to be present at meetings, COM will compensate the mentor on the standard terms. Until the Interim is permitted to moderate, a Moderator will be appointed to Third and compensated for such service by Third Presbyterian at the presbytery standard of \$50.00 per every Session and Congregational Meeting plus mileage at the IRS rate.

The Transitional Pastor is employed by the Session of Employing Church, with the concurrence of the Presbytery through the COM, to serve as Transitional Pastor for a period of not less than a year, and ordinarily limited to 18 months from the beginning of the contract. The Transitional pastor is accountable to both the Session and the COM.

The Interim Pastor agrees:

They will not be a candidate for the installed position or work with the Pastor Nominating Committee in any way and to work closely with COM through the COM Ministry Partner by:

- Meeting regularly with the church Ministry Partner to discuss the progress during the transition period;
- Submitting a written quarterly report on the interim tasks to COM if requested;
- Referring all questions related to the pastoral search process by candidates to the Ministry Pastor.

Interim Pastor Signature: _____ Date: _____

Clerk of Session Signature: _____ Date: _____

Approved by Personnel Committee: Date _____

Approved by Session: Date _____

The Five Developmental Tasks Research with many

congregations of various kinds has indicated that predictable dynamics happen in churches during times of leadership transition. Five basic areas need addressing. 1. Coming to Terms with History Following a pastor's departure for whatever reason, a congregation usually needs to resolve its feelings: loss, grief, anger, relief, guilt, panic about the future. "Letting go" of that pastor is a critically important task for a congregation as it begins to prepare for a new pastoral leader. In addition, churches sometimes have "old issues" or conflicts which were never fully resolved and which tend to resurface in unsettled times. A congregation needs to be released from any inappropriate or crippling power of the past, in order to be fully ready for a future with a new leader. 2. Discovering a New Identity Often congregations have a strong self-image, positive or negative, which may or may not truthfully reflect present realities. As the search for a new pastor proceeds, it is essential that both the Search Committee (PNC) and the congregation have a clear sense of the church's identity, recognizing both strengths and needs. This task, therefore, calls for a careful self-assessment by a congregation, so that it can envision more clearly what it wishes to become. 3. Strengthening Patterns of Lay Leadership Congregations in an interim time often experience shifts in power or leadership among the laity, depending upon the relationships of individuals to the former pastor. This is also a time for considering whether, as a whole, patterns of lay involvement in the church are healthy or unhealthy, empowering or disempowering for most of the congregation. This task is to see that lay leadership develops in positive and creative ways for the good of the whole church. 4. Strengthening Denominational Ties During the interim period, congregations find themselves working more closely than usual with the denomination, particularly with Presbytery staff and resources. A primary opportunity exists to reinforce and strengthen a congregation's sense of belonging to the wider church. 5. Preparing for New Leadership During the search process, two significant tasks are going on simultaneously: the Search Committee (PNC), on behalf of the congregation, is fulfilling the necessary concrete steps in the process of finding a new pastor; and the congregation as a whole needs to be readying itself psychologically and spiritually to enter into partnership with a new leader. This task is to strengthen the church's capacity to be a growing, changing, forward