

Sabbatical Coverage Minister

Reports to: Personnel Committee

Supervises: Worship Leaders, Community Builders, AV Tech, Office Manager,
Music Director Facilities Manager, Communications Specialist

Schedule: Full Time—February 14, 2022 to May 8, 2022

Pay: \$20,000 (divided among cash, housing, benefits as candidate
prefers) FLSA: No

Updated: November 18, 2022

JOB SUMMARY

Provides worship leadership, pastoral care, and support to the congregation during the Lead Minister's sabbatical, March 1 to May 1, 2022. The theme of the sabbatical is Neighbors Here and There and focuses on cross-cultural learning focused on Latin America. This position will support the general life of the congregation and its specific sabbatical activities including special worship activities and congregational book study organized and led by the Sabbatical Activities Team. The sabbatical activities are part of the Lily Foundation's Clergy Renewal grant and a portion of this position is grant funded.

Essential Functions

- Plan and co-lead worship regularly with Worship Leaders and Music Director, preaching weekly (except when guests or Worship Leaders preach)
- Support the leadership of the church, working with the Session and Deacons ● Provide pastoral care to congregation members as needed, lead memorial services if requested
- Support the congregation's sabbatical activities and Sabbatical Implementation Team ● Assist in communicating events and information to the congregation through the website, emailed newsletters, and social media
- Provide supervision and support to the staff as needed
- Provide pastoral support to any sanctuary guests as needed
 - Co-lead youth programs for junior and senior high youth including supervising the Community Builder for Youth

Other Responsibilities

- Attend and lead weekly staff meetings
- Attend monthly Deacons and Session meetings
- Attend other committee meetings only as requested
 - Consult with COVID Adaptation Team and Session regarding any issues or changes in pandemic response

Minimum Qualifications

- Masters of Divinity, ordained in either the PCUSA or UCC
- Basic computer skills including word processing, Zoom and Google Docs
- Excellent communication skills
- 5+ years of pastoral church experience

Core Competencies

- Authentic worship presence—communicates a personal faith, intellectual curiosity, social justice engagement, warmth and welcome in all aspects of worship leadership
- Warm pastoral presence—open and accessible to congregation members; willing to engage them one-on-one around personal, spiritual issues; makes appropriate referrals
- Administrative proficiency--attention to detail, timeliness and excellent follow through, can create and maintain systems
- Team-oriented collaborator--can both generate ideas and support the ideas of others, shares a high commitment to integration across ministries and encourages others