

Forest Park Presbyterian Church; located at 2300 S. Sunnyslope in New Berlin WI, is a small, strong, and enduring church that formed in 1929 and has gone through many transformations since. Central to our endurance are the families who worship and enjoy fellowship together.

We are currently in a transitional phase and are looking for an interim pastor who can assist us and equip us to discern God's new call to our congregation. This is a full-time (40 – 50 hour per week) position. Interested candidates should submit a resume to gailboerema@gmail.com by November 15, 2017.

Job Description

The interim (transitional) pastor will assume full time duties as the Pastor of Forest Park Presbyterian Church, New Berlin, WI. She/he will carry on existing programs of the church and assist in new projects the church decides to undertake. The interim (transitional) pastor will be a strong and caring leader with proven change management skills.

Primary job responsibilities:

A. WORSHIP

- a. Prepare all regular worship services (including hymn selection).
- b. Work with the worship committee to plan special services.
- c. Outline each service for the bulletin.
- d. Coordinate all worship activities with the staff and worship committee.

B. TRANSITIONAL

- a. Work closely with outside counsel to assist the congregation with working through the grief/relief process following the loss of a pastor.
- b. Enable the congregation to identify current issues and resolve them.
- c. Clarify skills needed by the future pastor.
- d. Work closely with the Vision Committee to prepare the congregation for the future.

C. PASTORAL

- a. Perform hospital and care center visits.
- b. Counsel families and/or individuals in crisis.
- c. Conduct weddings and funerals as requested.
- d. Welcome and encourage prospective members to unite with our church family.
- e. Develop and nurture solid relationships with our church family.

D. ADMINISTRATION

- a. Supervise the activities of the church staff.
- b. Conduct meetings to coordinate church programs with staff, as necessary.
- c. Maintain set office hours with generous visibility to congregation.
- d. Provide leadership and assist all church committees.
- e. Moderate session meetings.
- f. Arrange for training of newly elected officers.