



Westminster Presbyterian Church  
Ann Arbor, MI 48103  
[www.westpresa2.org](http://www.westpresa2.org)

## Transitional Pastor/Stated Supply Job Description

**Title:** Transitional Pastor or Stated Supply Pastor

**Accountability:** The Transitional Pastor or Stated Supply Pastor is accountable through the Administration Committee to the Session, and through the Committee on Ministry (COM) to the Presbytery of Detroit. There will be scheduled performance reviews by the Session.

**Status and Position Options:** This position may be filled by a stated supply pastor and a consultant working in tandem OR by a pastor trained in interim ministry as a Transitional pastor. We are structuring the position in this way to allow greater flexibility for candidates who may be interested/called to this work and for our church.

The Transitional Pastor position is considered a full-time position.

The Stated Supply position is considered a 0.75-time position (with the Transition Team working with a consultant focused on interim/transitional work).

**Position Compensation.** Compensation will be based on appointment level and pastoral credentials. Expected compensation ranges from minimum terms of call (approximately \$6,600 per month) up to \$9,000 per month (including effective salary, benefits, and expenses) based on a full-time position. Positions less than full-time will be prorated.

**Summary: Job Description:** There are two primary components to this role which may be filled by a single individual with the appropriate training (hired as Transitional Pastor) or may be filled by two individuals (Stated Supply and Transitional consultant).

**Pastoral duties:** Moderate the Session and provide for pastoral leadership and administrative oversight of the church's ministries. The pastor will work with the Session, Deacons, and Church staff to foster joyful worship and a hopeful and energetic perspective for the future, while supporting the mission, vision, and core values of the church. They will provide pastoral care and visitation to at-home members, in collaboration with the Deacons. Five staff members will report to this pastor. The pastoral duties include working with the church's nine ministry teams, at various levels of engagement (see expanded responsibilities).

**Transitional duties:** Work with the Transition Team to assess the congregation's current and long-term needs and provide inspiring counsel and leadership to help the church listen as a whole to God's call in this moment. In partnership with the Transition team, the transitional pastor or consultant will prepare the congregation for new pastoral leadership while supporting the mission, vision, and core values of the church.



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## Expanded Responsibilities

1. Pastoral duties for the continuation of the church's mission and ministries:
  - a. Lead the worship life of the church. In conjunction with the worship ministry team, plan and execute joyful and creative worship, including special services during seasons such as advent and lent.
  - b. Provide pastoral care through visitation and counseling.
  - c. Moderate Session and regularly meet with the Deacons.
  - d. Perform administrative responsibilities including supervision of other staff persons (5 positions: music director, communications director, office/facilities manager, bookkeeper, custodian)
  - e. Attend meetings and contribute to the following ministry teams: Administration, Discipleship, Church Vitality, and Strategic Planning.
  - f. Provide support upon request to the following ministry teams: Finance, Facility, Children and Families, Mission
  - g. Officiating at funerals, as needed. (Weddings are compensated by the family and are not considered part of the base job description)
  - h. Attend and support church functions
2. Consultant duties:
  - a. Receive and synthesize input from the congregation, including at-home and non-attending membership
  - b. Guide the session and congregation in clarifying their vision for the future.
  - c. Facilitate the congregation's work to identify its strengths and challenges, including any necessary transitions.
  - d. Guide the congregation in strengthening its relationship with the larger church and local community.
  - e. Assist the congregation to prepare for new leadership; encouraging the people to envision and plan for a new future.

## Qualifications:

1. For Stated Supply Pastor role:
  - a. Ordained by the Presbyterian Church USA, or full communion partners.
  - b. Experience as a called pastor and/or interim pastor
  - c. Demonstrates and can help disciple others in a strong personal faith
  - d. Passionate about pastoral ministry
  - e. Energetic and hopeful.
2. Transitional Pastor Role or Consultant role:
  - a. Completion of Interim Ministry training: completion of Week 1 of the Interim Ministry Consortium program required; completion of Week 2 desired
  - b. Interim experience in congregations of similar size and situation
  - c. Effective interpersonal and communication skills
  - d. Able to articulate a clear plan/ approach to the interim process

Contact: Margaret Klammer, WPC Clerk of Session, [mklammer@comcast.net](mailto:mklammer@comcast.net)