When the Sabbatical Committee met, the almost immediate conclusion was that Erin Beardhemphl was the ideal person for the interim position during Jill’s sabbatical. The Committee felt that the main responsibilities should include oversight of pastoral care and of Sunday worship services. We felt that Erin was a “familiar face” which would be reassuring to both members and visitors. Erin also has experience as an interim pastor in other situations.

Erin has agreed to accept the position with a stipend of $2,000 per month.

Reasonable duties include:

* Oversee pastoral care. (This may include doing memorial services and coordinating those services. Weddings – if there are any. Follow up with pastoral care needs.)
* Coordinate with Shepherd leaders as needed to extend pastoral care.
* Maintain “office hours” either in-person or virtually once each week.
* Oversee worship services each Sunday. (Announcements, Prayer concerns, Pastoral Prayer, Benediction)
* Preach once a month for the three months. If we can line up enough preachers, this may not be necessary.
* Coordinate worship services with staff. Meet with staff every other week. This can happen through Zoom.
* Meet/Communicate with the Worship Committee as needed.
* Add or edit prayer concerns to The View each week in cooperation with the View editor.
* Work with the Office Manager and Editor of The View to make sure calendar is up to date.
* Attend monthly Church Board meetings. (June, July and August --Virtually??)

**Steward/Personnel responsibilities:** At first Erin thought it might be best if she were paid as an independent contractor. After consultation with the Conference office, she may prefer to be paid as staff. Personnel and Stewards need to communicate with Erin and work out the details.

**Church Leadership/Officers’ responsibilities** include welcoming and supporting Erin in this new role. Maintaining contact about dates and activities that need to be placed on the calendar. This can be done easily by email. Neither Erin nor the Office Manager can be expected to read minds.

**Congregation’s responsibilities**: Welcome, accept, and support Erin in this new role.