

# **Transitional Pastor Job Description at Graham Presbyterian Church (GPC) Graham, North Carolina**

## **Responsibilities of the Transitional Pastor Position:**

Transitional pastor position is full-time and will be expected to fill the following responsibilities:

- Plan, Lead and deliver a sermon during GPC worship services weekly, except associate minister will lead once per month. Additional services are required during the Easter and Advent seasons.
- Administer the sacraments. This includes pre-baptismal counseling.
- Officiate at weddings and funerals. This includes pre-wedding counseling, as appropriate, and meeting with family members making funeral arrangements.
- Supports the church's programs, attend functions, luncheons, dinners, socials, etc. as scheduling permits.
- Visit hospitalized members and shut-ins and administer the Sacrament of Communion as requested.
- Provide pastoral care for the congregation and for all who seek comfort and guidance through the church.
- Serve as Moderator of the Session.
- Serve as Head of Staff.
- Be accountable to GPC Pastoral Committee for work schedule.
- Assist GPC sessional committees in their ministry as scheduled. Initially meet with each committee and then as needed or scheduled.
- Attend Presbytery meetings and keep the Committee on Ministry (COM) informed on the health of the congregation.
- Train newly elected officers and work with committees to set annual goals.

- Be available in the office weekly performing all required job duties **OR** performing other parish duties, including visitation, and be available by phone or other means for emergencies as they occur. In-office hours should be coordinated with the associated pastor and communicated with staff.

**Duration:** The length of service is projected to be twelve (12) months minimum and can be extended by mutual agreement of both parties.

Termination by either party will require sixty (60) days written notice. IF GPC terminates this agreement, minimum compensation and benefits shall be paid/provided through the sixty-day notice period. The Transitional Pastor can terminate this agreement by providing written notification to the GPC Session through the Clerk of Session.

**Terms of call:**

Terms of call and covenant language shall be in accordance with current Presbytery standards.

## **Covenant for Transition Pastor at Graham Presbyterian Church at Graham, North Carolina**

The following **Covenant** is established between the Session of Graham Presbyterian Church, \_\_\_, as Transitional Pastor, and the Salem Presbytery Committee on Ministry for the purpose of providing interim/transitional ministry for Graham Presbyterian Church.

The Session, the Transitional Pastor and the Committee on Ministry covenant to work on the following goals for the interim period:

- Maintenance of a healthy congregational life
- Provide continuity of leadership
- Development of a Discernment Process Report with Action Plans
- Preparation of the congregation for the call and arrival of the next pastor

Responsibilities of the Transitional Pastor will be as provided in the Transitional Pastor Job Description and as such is expressly made part of this Covenant.

### **Review and Accountability**

During the length of this Agreement, the Transitional Pastor will be accountable to the Session, Pastoral Committee, and Salem Presbytery Committee on Ministry. There will be joint review conducted by the Session, its Pastoral Committee, and the Transitional Pastor in consultation with the Committee on Ministry quarterly or more often at the request of any of the parties.

### **Ethical Covenants**

The Session and the Transitional Pastor understand and agree that he/she cannot and will not be a candidate for the pastoral position at GPC and she/he will seek in every way to prepare the way for the arrival of the next pastor. The Transitional Pastor will assist in the updating and preparation of the Ministry Discernment Profile (MDP) and assist the Pastor Nominating Committee in its work.

## **Terms of Call**

This agreement is for a period of twelve (12) months beginning on the \_\_\_\_ day of \_\_\_\_, 2025. It may be extended by mutual agreement of the Transitional Pastor and the Session of GPC. The Transitional Pastor is employed on a full-time basis, serving a minimum of thirty (30) hours per week in office **or** performing other parish duties, including visitation, or as amended and agreed to by Session; the associate pastor will fill the pulpit one week per month. The Transitional Pastor will be compensated as provided in the Terms of Call to be negotiated, affixed to and made expressly part of this document.

Vacation shall accrue at a rate of one week per three (3) months of service. Formal study leave shall accrue at a rate of one week per six (6) months served. Vacation and study leave shall be arranged with the Pastoral Committee and approved by the Session unless a prior agreement was made in the Terms of Call affixed hereto.

## **Early Termination**

This agreement may be terminated by the Session with a sixty (60) day written notice after consultation with the Committee on Ministry. The Transitional Pastor may terminate the agreement with a sixty (60) day written notice to Session through the Clerk of Session and will forfeit any compensation or benefits beyond the 60<sup>th</sup> day.

## **Approvals**

Clerk of Session   Date

Transitional Pastor      Date

Chair, Committee on Ministry, Salem Presbytery