

# Interim/Transitional Pastor Job Description at Forest Hills Presbyterian Church (FHPC) High Point NC

Covenant for Interim/Transitional Pastor at Forest hills Presbyterian Church:

The following **Covenant** is established between the Session of Forest Hills Presbyterian Church Session, and (name of pastor) as Interim/Transitional Pastor and the Salem Presbytery Committee on Ministry for the purpose of providing Interim/Transitional Ministry for Forest Hills Presbyterian Church.

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

Interim/Transitional Pastor position is **full time** and will be expected to fill the following responsibilities:

- Development of a Discernment Process Report with Action plans
- Preparation of the congregation for the call and arrival of the next pastor
- Plan, lead, and deliver a sermon during FHPC worship services each week. Additional services are required during Lent, Thanksgiving, and Advent seasons.
- Administer the sacraments. This includes pre-baptismal counseling meetings.
- Officiate at weddings and funerals. This includes pre-wedding counseling and meeting with family members making funeral arrangements.
- Support the church's programs, attend functions luncheons, dinners, socials, 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 the Personnel Committee for work schedule
- Assist committees of the church in their ministry as scheduled. Initially meet with every committee and then as needed or scheduled.
- Attend Presbytery meetings and meet with John Pruitt and the Salem Presbytery's Committee on Ministry (COM) to provide updates on the health of FHPC.

- Train newly elected officers and work with committees to set yearly goals.
- Be available in the office a minimum of 30 hours per week and be available via phone or email communications for emergencies as they occur.
- The Interim/Transitional Pastor will work with the Session, the Deacons, and the Church Staff to guide the Church transition.
- The Interim/Transitional Pastor will assist in the updating and preparation of the Mission Information Form (MIF).

**Duration:** The length of service is projected to be nine (9) months minimum and can be extended by mutual agreement of both parties. Termination by either party will require sixty (60) days' notice. If FHPC terminates this agreement, minimum compensation and benefits shall be paid through the sixty-day notice period. This agreement may be terminated by either party by providing written notice to FHPC Session.

### **Salary, Benefits and Vacation Package:**

- Total Compensation will be based on the candidate's prior experience and agreement between FHPC and the candidate. The minimum would be \$50,000.
- FHPC will fund a benefits package in line with current offerings through Salem Presbytery and as agreed to with the candidate.
- Vacation and study leave shall accrue at 1 week of vacation per quarter served, including one Sunday per quarter. 1 day of study leave per 6 months of employment served unless a prior agreement was made at the time of this agreement and stated herein.

### **Review and Accountability**

During the length of the Agreement, the Interim/Transitional Pastor will be accountable to the Session, Personnel Committee, and Salem Presbytery Committee on Ministry. There will be a joint review conducted by the Session and the Interim/Transition Pastor, in consultation with the Committee on Ministry, each quarter or more often at the request of any of these parties.

## **Ethical Covenants**

The Session of the Church and the Interim/Transitional Pastor understand and agree that he/she cannot and will not be a candidate for the pastoral position at FHPC and that she/he will seek in every way to prepare the way for the arrival of the next Pastor.

## **Terms of Call (use Terms of Call worksheet for assistance)**

This Agreement is for a period of nine (9) months beginning on \_\_\_\_\_ . The Interim/Transition Pastor is employed on a Full-time basis, serving approximately thirty (30) hours per week in office or as amended and agreed to by Session; and will be compensated for Interim/Transitional Pastoral services as follows:

See attached Terms of Call worksheet:

## **Early Termination Provisions**

This Agreement may be terminated by the Session on two months' notice provided there is a prior consultation with and concurrence by the Committee on Ministry and the Interim/Transitional Pastor. The Rev. \_\_\_\_\_ may terminate the agreement with two months' notice and forfeit any payment beyond that period.

## **APPROVALS**

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**Clerk of Session**

**Date of Action by Session**

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**Interim/Transitional Pastor**

**Date of Action by IP/TP**

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**Chairperson, Committee on Ministry**

**Date of Action by COM**