

Presbyterian Church of the Master, Coon Rapids, MN seeks an Interim Pastor. Interim training required. Please email PIF to Thurman Woodberry at [thurmanwood@comcast.net](mailto:thurmanwood@comcast.net). Phone: work 763-595-0586, home 763-753-0722, cell 612-709-2435. Position description below:

### **INTERIM PASTOR POSITION DESCRIPTION**

**Presbyterian Church of the Master, 789 Northdale Blvd. NW, Coon Rapids, MN 55448**

**PURPOSE:** To give spiritual, pastoral, educational, and administrative leadership to the congregation during the interim between installed Pastors. To assist the congregation to begin to look toward a new future. To assist the congregation in developing a new identity. To assist the congregation to strengthen its ties with the Presbytery. To assist the congregation in any needed changes in leadership. To assist the congregation in preparing to receive a new Pastor.

**ACCOUNTABILITY:** The Interim Pastor is accountable to the Session for the fulfillment of the responsibilities of the position description, and to the Presbytery through the Committee on Ministry.

#### **RESPONSIBILITIES:**

**A. PASTORAL** (Pastoral duties will account for approximately 70% of the responsibilities).

1. To be an effective preacher and worship leader.
2. To visit hospitalized and shut-in congregation members, members in crisis situations, prospective members.
3. To teach the Confirmation Class, New Member Class, New Officer Training and other classes as time permits.
4. To counsel couples contemplating marriage and provide other short term counseling and referrals to appropriate long term counseling.
5. To visit or arrange for appropriate follow through with inactive members.
6. To perform duties of minister of word and sacrament. For example: Baptism, Communion, Marriage, and Funeral Services.
7. Provide for effective communication throughout the congregation.

**B. ADMINISTRATIVE** (These duties will account for approximately 20% of the responsibilities).

1. Supervise the church staff and insure coordination of church activities.
2. Participate in staff job reviews.
3. Serve as a resource person to all Session Committees and the Board of Deacons in their program planning and activities implementation.
4. Plan and lead the annual Church Officers' retreat.
5. Insure that congregational goals are set and that past activities are reviewed and evaluated in conjunction with the appropriate board or committee.
6. Moderate at Session and congregational meetings.

**C. OTHER RESPONSIBILITIES** (These duties will account for approximately 10% of the responsibilities).

1. Continue in personal, spiritual, intellectual and administrative growth.
2. Participate in local ecumenical and community activities.
3. Participate regularly in Presbytery and occasionally in Synod and General Assembly.
4. Work with the session to discern the future direction of the church and define goals to move toward that direction.

**D. GENERAL**

1. The above responsibilities are to be fulfilled based on a 48 hour work week. Crisis situations and emergencies may demand additional hours, and the Pastor is authorized to adjust the schedule accordingly.
2. The Pastor is encouraged to participate in church related activities and organizations, as well as attend committee meetings. Considering the time constraints of this position, it is obvious that participation in all activities is not possible.

**RELATIONSHIPS:** The Interim Pastor will be an ex-officio member of all church committees, including the Nominating Committee, and will work closely with the Session. The Interim Pastor will be a member of the Presbytery and will be expected to participate in the life and work of that body.

**EVALUATION:** At the end of the interim time, there will be a review and evaluation conducted by the Session with the participation of representatives of the Committee on Ministry of the Presbytery.

**TERM:** The Interim Pastor shall be invited to serve for a period of one year, with the option of extension at the request of the Session and with the approval of the Presbytery through the Committee on Ministry. The Interim Pastor contract shall be terminated upon the effective date of the call of a new Pastor, and may be terminated by either the Session or the Interim Pastor with thirty days written notice.

Approved by Session \_\_\_\_\_

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John Sanders, Clerk of Session

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Interim Pastor

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Chair, Committee on Ministry