**Interim/Transitional Pastor Job Description**

**Port Orange Presbyterian Church**

**Purpose:** To provide spiritual leadership, pastoral care, administrative oversight, and organizational direction to the church with a broad program of worship, teaching, outreach, and fellowship: emphasis on worship, leadership, preaching, teaching, and stewardship.

**Responsibilities:**

* Preach, lead worship, administer the sacraments and provide a teaching ministry that will lead and inspire the spiritual growth of the congregation and connect them with active community outreach and mission.
* Serve as Moderator of the Session and Congregational meetings.
* Serve as Head of Staff.
* Enhance the mission and ministry of the church by assessing existing programs and activities and working to make them more effective where possible.
* Emphasize fellowship and reconciliation by addressing issues and conflicts that may exist within the congregation.
* Ensure the viability of the church and the well-being of the congregation by identifying and addressing areas of specific concerns.
* Help the congregation address the 5 developmental goals during this transitional time and season.
* Help the congregation come to terms with history through resolving any potential feelings or emotions such as loss or grief related to the ending of previous pastoral relationship(s); while recognizing and reinforcing the on-going ministry of the congregation in the life and work of the church.
* Discover the Church’s identity and setting new directions by clarifying the mission of the church through a congregational mission study that is complete with goals and objectives for the interim period as well as for the future.
* Assist in conducting the mission study.
* Assists in compiling information for the Ministry Discernment Profile (MDP).
* Facilitate needed shifts or changes in leadership while empowering leadership of the congregation.
* Renew and strengthen connective links with the denomination of Presbyterian Church (U.S.A.), while sharing the focus and work of the larger Church with the congregation.
* Facilitate and make new commitments to the future and a new direction in ministry while preparing the congregation for new pastoral leadership.
* Provide active leadership, support, and encouragement to the session, congregation, staff, and committees in articulating vision and developing programs reflective of the Church’s call to be a renewed faith community and faithful followers of Christ.
* Oversee, encourage, and support the ministries and/or committees of Personnel, Christian Discipleship, Worship and Music, Mission and Outreach, Finance, Building and Grounds, Pre-School, Membership, Fellowship, Nominating Committee, Stewardship, Board of Deacons, and other ministries and committees as needed.
* Provide leadership, support, encouragement, guidance and evaluation of organizational development and management of church staff.
* Provide pastoral care ministry and counseling as needed.
* Strengthen and build congregational faithfulness as Christian stewards.
* Cultivate community relationships and partnerships that reflect the mission of Port Orange Presbyterian Church.
* Engage in active Presbytery leadership and/or responsibilities as needed.
* Officiate baptisms, weddings, the Lord’s Supper, and funerals as requested.

**Qualifications:**

* Graduate of a PCUSA seminary or PCUSA approved divinity school.
* Ordained and in good standing with Presbyterian Church (U.S.A.).
* Shall be a member of Central Florida Presbytery.
* Experience as a Called/Installed pastor and/or Interim/Transitional pastor.
* Completion of Transitional ministry training.

**Status:** Full Time, 40 hours per week.

**Accountability:** To the Session and Central Florida Presbytery through Committee on Ministry (COM).

**Compensation:**

* Minimum effective salary: $77,000.
* Vacation of 1 week per quarter including Sunday, for a minimum of 4 weeks annually.
* Study leave of 2 weeks is pro-rated annually.
* Interim Pastor candidate should have the ability to provide references upon request.

**Evaluation:** A Ministry Review will be conducted annually by the Session and/or Personnel Committee.