

INTERIM PASTOR

Job Description

for

Trinity Christian Reformed Church Goderich, Ontario

1. Foreword

This job description follows the standard procedure designed for Trinity Christian Reformed Church (Trinity) of Goderich and once accepted, becomes part of the operational format of Trinity.

The purpose of this job description is to outline the functions, scope of operating authority, and responsibilities of the Interim Pastor.

2. Function

The Interim Pastor fulfills the following functions:

- 2.1** Be a spiritual leader within Trinity, working closely with Council, providing guidance,
discernment, and wisdom throughout the leadership transition period.
- 2.2** Proclaim the Holy Scriptures and administer the Sacraments, weddings, and funerals.
- 2.3** Provide pastoral care in conjunction with the Elders

3. Professional Qualifications Required

- 3.1** The Interim Pastor is ordained and called in accordance with Articles 11 and 12 of the Christian Reformed Church Order and is accountable to Council.
- 3.2** A Masters of Divinity from a recognized Christian Institution
- 3.3** The education and academic training required of Christmas Reformed ministers in order to serve in the denomination and also engaging in on-going professional development.
- 3.4** Combination of coursework and/or experience in transitional ministry is a preferred asset.

4. Working Relationships

- 4.1** The Interim Pastor will develop, foster, and maintain good relationships with Council, committees, employees and staff of Trinity and the congregation.

4.2 The Interim Pastor will meet with staff for the purpose of goal setting, leadership development, annual performance evaluations, and will be the lead to hiring staff.

5. Responsibilities

5.1 Embrace the current ministries, encouraging the participation of the congregation in leadership and service; and challenge the congregation in the pursuit of fulfilling Christ's mission in this world.

5.2 Demonstrate leadership skills in the transitional ministry which would include but is not limited to:

5.2.1 Be an active listener

5.2.2 Provide guidance and perspective;

5.2.3 Apply an understanding of the existing dynamic of the congregation to assist in the preparation of the congregation for the coming of the new lead pastor.

5.2.4 Build and promote an emotionally and spiritually healthy atmosphere.

5.3 Engage actively with Council:

5.3.1 Attend meetings as requested, bringing relevant matters forward;

5.3.2 Notify the Chairs of Council and/or Elders on all matters of urgency;

5.3.3 Provide a monthly verbal report

5.3.4 Collaborate with the Deacons to assess needs, promote stewardship, and care for those in need;

5.3.5 Collaborate with the Elders in order to exercise admonition, provide pastoral care, and exercise evangelism

5.4 Proclaim, explain, and apply Holy Scripture; research, prepare, and deliver up to 4 sermons per month, having the 5th Sunday of applicable months off: In order to challenge the congregation to live out their faith in their daily lives, and during the transition period, to be responsive to and address the spiritual needs of the congregation;

5.4.1 Provide a service schedule to Council and collaborate with the Worship Committee to develop sermon topics, series, and/or liturgies.

5.5 Administer the Sacraments as required;

5.6 Engage in daily intercessory prayer for the church and its ministries, and encourage the

congregation to be a praying church;

5.7 Take care of self as a precursor to knowing and leading a congregation in transition;

5.8 Provide counseling (i.e. premarital) within professional scope, referring when

necessary to other Christian counsellors.

5.9 Offer Profession of Faith classes to those desiring to become full members of the church.

6. Scope for Independent Action

6.1 Matters to be referred to Council:

6.1.1 The Interim Pastor is expected to seek Council's advice concerning any significant variation from the duties outlined above. Timing of vacation dates are at the discretion of Council and such requests are normally expected 2 months minimum in advance.

6.1.2 All matters that require the expenditure of church funds are to be brought to the Elders for approval, with the exception of small and routine expenses such as church education materials.

7. Personal Qualities and Attributes

7.1 Be a committed Christian, speaking freely about a personal relationship with the Lord;

7.2 Possess excellent communications skills with a love for communicating God's Word

through preaching and teaching;

7.3 Be a person of prayer and committed to personal spiritual growth;

7.4 Be gifted in building relationships and fostering the building of relationships among others;

7.5 Be committed to the Christian Reformed Church, acknowledging the authority of the Body of Christ.

8. Term

8.1 The job of Interim Pastor is a full time position; approximately 1 year in length.