



## Interim/Transitional Pastor Job Description

Session Approved: December 2, 2018

**The mission of Highlands Presbyterian Church  
is to be a visible presence of God's love in the world.**

**About Us:** Highlands Presbyterian Church was born in the Spring of 2009 when the Beattystown, Pleasant Grove, and Schooley's Mountain Presbyterian Churches voted to merge into a new faith community. For many years these congregations had informally shared fellowship, Bible Studies, Worship, and Pastoral Support. While each Church has a rich history of its own, we increasingly felt called by God to share our gifts and resources with each other. In 2006, we began intentional re-development work, funded in part by Newton Presbytery, which resulted in each of the three congregations taking significant steps in faith. Highlands has also worked through the New Beginnings program.

**Who We Are Seeking:** We are seeking a spiritual leader to lead us with great confidence and compassion in our time of transition. The person God is calling to our church is enthusiastic and encouraging, brings ideas for ministry of their own, and enjoys doing pastoral care that is attentive, deeply caring, and sincere. We seek an energetic leader who will enjoy doing the local outreach we love, with us.

**The Interim Pastor will fulfill the following responsibilities:**

- Plan and lead a Sunday morning worship service each week, including a sermon and a Children's Message, that is inspiring and uplifting for our spiritually diverse congregation. The congregational hymns are chosen weekly in coordination with the Worship Committee.
- Administer the Sacraments, including monthly Communion, Communion with the sick and homebound, and Baptism, including pre-baptismal counseling.
- Lead and plan special worship services, in partnership with several other local churches, including Christmas Eve, Blue Christmas, Ash Wednesday, Maundy Thursday, Good Friday, and Easter Sunrise.
- Officiate at congregational weddings and funerals, including pre-marriage counseling and pastoral care in preparation for funeral services.
- Provide pastoral care for the congregation, and for all who seek comfort and guidance through the church, visiting homebound and hospitalized members, making phone calls, and responding in times of emergent need.
- Support, inspire, and encourage the work of church committees and attend their meetings (most meet formally and informally on Sunday mornings): Worship/Mission, Buildings and Grounds, CE and Youth, and Membership/Fellowship.
- Support the Confirmation Class which will meet January-June and already has a fantastic leader in the congregation.
- Lead seasonal Bible studies.

- Moderate and guide the Session. Encourage greater participation in leadership by more members.
- Supervise the part-time staff: pianist, secretary, and sexton (newly created position).
- Attend Presbytery meetings and communicate with the Committee on Ministry.
- Lead the congregation through a prayerful and inspiring mission study, through the guidance of the Mission Ministry Team of Presbytery, which will lead to the election of the Pastor Nominating Committee (PNC) and the creation of the Mission Information Form (MIF).

**Requirements For Position:** Interim/Transitional Pastor Training, Eligibility for Membership in Newton Presbytery

**Duration:** The position will initially be for 6 months and can be extended with mutual agreement of the Session and the Interim Pastor. It can be cancelled by either party with two month's notice and COM concurrence. Compensation and benefits shall be paid through the two months of notice, and the Interim Pastor will continue their ministry during this time.

**Terms of Call:**

- This is a full-time position, with the expectation of 40 hours/week, including 4 days availability in the church office per week and evening meetings monthly (including Session).

Please send your PIF to Rev. Jeanne Radak, Presbytery Leader, Presbytery of Newton  
[jbradak@newtonprebytery.org](mailto:jbradak@newtonprebytery.org)