

Transitional Pastor Job Description Supplee Memorial Presbyterian Church

Supplee Memorial Presbyterian Church (Supplee) is seeking a full-time, experienced Transitional Pastor to guide and prepare our staff and congregation for new pastoral leadership.

Purpose

To provide spiritual leadership, pastoral care, administrative oversight, and organizational direction to Supplee's congregation. The Transitional Pastor will minister with meaningful biblically-based preaching and teaching through active programs of worship, study, music, outreach, and fellowship. He/she will assist the congregation with its task of looking toward the future, developing a new forward-looking identity, and strengthening its ties with the denomination as it prepares to receive a new pastor.

Responsibilities

1. Lead Supplee in interpreting biblical mandates and demonstrating acceptance of Jesus Christ as Lord and Savior. Through directing Sunday worship, provide a teaching, preaching, and pastoral ministry to inspire, encourage, and enable the congregation to realize its purpose. Preach in person as well as online, regularly preparing recorded devotional and inspiring messages and posting them on Supplee's digital platforms.
2. Provide an environment that encourages spiritual development of Supplee's members. Provide for pastoral services, including counseling, visitations (e.g., homebound, hospitalized, and inactive members), and teach confirmation classes, new-member classes, new-officer training, and other classes as needed. Also preside over baptism, communion, marriage, and funeral services.
3. In conjunction with the Session, Director of Children and Family Ministry, and Director of Student Ministry, develop educational ministry at Supplee that will enable the congregation to grow in its commitment to Christ and His Church. Also, assist members in discovering, developing, and utilizing their spiritual gifts.
4. Assist the congregation with its task of looking toward the future, developing a new forward-looking identity, and strengthening its ties with the denomination as it prepares to receive a new pastor.
5. Work with Session to promote the growth of the congregation through evangelistic outreach in the community.
6. Provide an outreach in all areas of ministry that will attract young families as well as meet the needs of the broader congregation.
7. Assist in developing and broadening Supplee's digital presence.

8. Help the congregation identify, analyze, and participate in the solution of community social issues and problems. Work with the Missions Committee and the Deacons on global and local missions. Take the initiative and provide leadership in ecumenical and interfaith activities.

9. Establish and maintain open communication while providing effective and appropriate Christian leadership to ensure Supplee's programs are appropriate and effective. Serve as a resource person to the Session and the Board of Deacons in their program planning and activities. Moderate at Session and congregational meetings. Supervise, mentor, and assist the Student Ministry Director, Director of Children and Family Ministry, and Directors of Music, helping staff to continue to be successful in their respective ministries.

10. Participate in Presbytery and interpret for Session and the congregation the planning and programming of the Presbytery, Synod, and General Assembly. Provide leadership in ministry to colleagues on the Session in accord with biblical mandates and the requirements of the Book of Order of the Presbyterian Church (U.S.A.).

Qualifications

1. Graduate of a nationally recognized seminary or divinity school.
2. Experience as a called pastor and/or Transitional Pastor.
3. Completion of transitional ministry training.
4. Effective interpersonal and communication skills with the flexibility to relate to parishioners from a wide range of ages and with differing needs, views, and desires.
5. Competencies in computer skills (e.g., Microsoft Office Suite, Outlook 365). Must be comfortable in front of a camera. Working knowledge of social media platforms.

Review and Accountability

The Transitional Pastor will be a member of the Presbytery of Philadelphia or be granted permission to fill the position within the bounds of the Presbytery of Philadelphia and approved by the Committee on Ministry (COM). The Transitional Pastor is accountable to the congregation of Supplee (represented by the Session) for the fulfillment of the responsibilities of the position description and to the Presbytery of Philadelphia through the COM.

It is the obligation of the Transitional Pastor to submit a written quarterly report to the COM. During the length of the Agreement, the Transitional Pastor will be accountable to the Presbytery through the COM. There will be a joint review conducted by the Session and the Transitional Pastor, in consultation with the COM, every six months, or more often at the request of any one of the parties.

Term

The Transitional Pastor shall be invited to serve for the period of one year, with the option of extension at the request of the Session and with the approval of the Presbytery through the COM. The Transitional Pastor contract shall be terminated upon the effective date of the call of the new pastor and may be terminated by either the Session or the Transitional Pastor with thirty days

written notice. Salary will be commensurate with experience and qualifications. Benefits package will be offered in accordance with Presbytery guidelines.

Ethical Covenants

The Session of the Church and the Transitional Pastor understand and agree that the Transitional Pastor cannot and will not be a candidate of any pastoral position in this congregation, and that he/she will seek in every way to prepare the way for the arrival of the installed pastor.

The Transitional Pastor will assist with the Missional Study, but not the Ministry Information Form (MIF). He/she will also ensure that the Pastor Nominating Committee (PNC) is formed.

At the conclusion of the Transitional Pastorship, any future contact that may occur between the Transitional Pastor and the members of Supplee's congregation will be as friends, and not in any official capacity.

To Apply

Please send your cover letter, PIF or resume, and list of references to HumanResources@SuppleePC.org.