



SHEPHERD OF THE HILL PRESBYTERIAN CHURCH
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(952) 448- 3882

TRANSITIONAL PASTOR POSITION PART-TIME

INTRODUCTION: Shepherd of the Hill is a small, progressive congregation seeking an ordained teaching elder to serve as a part-time Transitional Pastor. The congregation desires a leader who can effectively and efficiently provide the responsibilities of an ordained teaching elder who will guide worship, offer spiritual direction and undertake administrative pastoral responsibilities. We feel comfortable with our identity within the church and the community. We understand our church's history and traditions, and are eclectic in our willingness to update and try other things, but we are careful in how we make changes.

PURPOSE: To offer spiritual, pastoral, educational, and administrative leadership to the congregation during the interim period, until the installation of a permanent pastor. The Transitional Pastor will provide guidance and assist the congregation as we move to new leadership.

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

RESPONSIBILITIES & EXPECTATIONS:

A. GENERAL REQUIREMENTS

- a. The responsibilities of transitional pastor are to be fulfilled within a 20 hour work week. Crisis situations and emergencies may demand additional hours, and the pastor is authorized to adjust the schedule accordingly.
- b. Because this is a part-time position, all responsibilities will not necessarily be accomplished in any given week but can be prioritized as duties arise.
- c. Experience is required. We recognize this is a part-time position and will require negotiation with candidates depending on their skills and availability.
- d. Tech literacy is desired; skill in using electronic media, supervising website maintenance, and other tech skills.

B. TRANSITIONAL MINISTRY

- a. Help us to identify our strengths and increase our sense of belonging to the wider church community.
- b. Help prepare us for new leadership
- c. Help us come to terms with our History
- d. Help us in the process of discovering a new Identity
- e. Strengthen our patterns of lay leadership
- f. Strengthen our denominational ties

C. PASTORAL

- a. Lead worship Sunday mornings at 10:30 a.m.
- b. Conduct educational classes as needed: Bible study, new officer training, new member interviews/classes, etc.
- c. Provide pastoral care for members of the congregation and the community: visit hospitalized and shut-in members, attend to emergencies, support those in crisis, etc.
- d. Perform duties of a teaching elder: Communion, Baptism, Marriage, and Funeral Services.
- e. Demonstrate leadership competencies: compassion, spiritual maturity, love for learning, effective communication.

D. ADMINISTRATIVE

- a. Supervise church staff to ensure coordination of church activities.
- b. Serve as a resource to all Session Committees and the Board of Deacons, assisting with program planning and activities.
- c. Plan and lead the annual Church Officers' retreat.
- d. Moderate Session and Congregational meetings.

E. OTHER RESPONSIBILITIES

- a. Participate in local ecumenical and community activities.
- b. Regularly attend Presbytery meetings and Synod/General Assembly meetings, as needed.
- c. Work with Session to discern the future direction of the church and define goals to move toward that direction.

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

EVALUATION: There will be a review and evaluation conducted by the Session quarterly.

TERM: The Transitional Pastor is expected to serve for one year. Session may request an extension with approval from the Presbytery Committee on Ministry. This contract will be terminated upon the effective date a permanent pastor is called. The transitional pastor and session reserve the right to terminate the contract, with thirty days written notice.

For questions or to submit a resume please email: shepherdpresbyterian@centurylink.net or phone: (952) 448- 3882