

**PRESBYTERY OF THE TWIN CITIES AREA
POSITION DESCRIPTION PART-TIME
STATED SUPPLY OR TEMPORARY SUPPLY PASTOR**

_____ Church
_____(address)
_____(city)_____ (state)_____ (zip code)

PURPOSE: To give spiritual, pastoral, educational, and administrative leadership to the congregation as it determines its long term leadership needs. To assist the congregation to begin to look toward a new future. To assist the congregation in developing a new identity. To assist the congregation to strengthen its ties with the Presbytery. To assist the congregation in any needed changes in leadership.

ACCOUNTABILITY: The Stated Supply/Temporary Supply 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:

- A. PASTORAL** (Pastoral duties will account for approximately 50 % of the responsibilities.)
1. To be an effective preacher and worship leader.
 2. To visit hospitalized and shut-in congregation members, members in crisis situations, and prospective members.
 3. To perform duties of teaching elder. For example: baptism, communion, marriage and funeral services.
 4. Provide for effective communication throughout the congregation.
- B. ADMINISTRATIVE** (These duties will account for approximately 25 % of the responsibilities.)
1. Serve as a resource person to all session committees and the board of deacons in their program planning and activities implementation.
 2. Insure that congregational goals are set and that past activities are reviewed and evaluated in conjunction with the appropriate board or committee.
 3. Moderate at session and congregational meetings.
- C. OTHER RESPONSIBILITIES** (These duties will account for approximately 25 % of the responsibilities.)
1. Participate regularly in Presbytery.
 2. Work with the session to discern the future direction of the church and define goals to move toward that direction.

D. GENERAL

1. The above responsibilities are to be fulfilled based on a 24 hour work week. Crisis situations and emergencies may demand additional hours, and the Pastor is authorized to adjust the schedule accordingly.
2. The Pastor is encouraged to participate in church related activities and organizations, as well as attend committee meetings. Considering the time constraints of this position, it is obvious that participation in all activities is not possible.

RELATIONSHIPS: The Stated Supply/Temporary Supply Pastor will be an ex-officio member of all church committees, including the Committee on Nominations, and will work closely with the Session. The Stated Supply/Temporary Supply 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 annually.

TERM: The Stated Supply/Temporary Supply Pastor shall be invited to serve for a period of one year, with the option of extension at the request of the Session and with the approval of the Presbytery through the Committee on Ministry. The Stated Supply Pastor/Temporary Supply Pastor contract shall be terminated upon the effective date of the call of a new Pastor, or may be terminated by either the Session or the Interim Pastor with thirty days written notice.

(Attach the Terms of Call)

Approved by Session on _____(date)

Clerk of Session

Stated Supply/Temporary Supply Pastor

Chair, Committee on Ministry