

<b>PRESBYTERY OF THE TWIN CITIES AREA</b>	
<b>TRANSITIONAL PASTOR POSITION DESCRIPTION TEMPLATE</b>	
<b>Presbyterian Church, _____, _____</b>	
<b>PURPOSE:</b>	
To give spiritual, pastoral, educational, and administrative leadership to the congregation during the interim between installed Pastors by assisting the congregation with the following tasks:	
-- looking toward a new future	
-- developing a new identity	
-- strengthening its ties with the denomination	
-- considering any changes in leadership	
-- preparing to receive a new pastor	
<b>ACCOUNTABILITY:</b>	
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.	
<b>RESPONSIBILITIES:</b>	
<b>A. TRANSITIONAL MINISTRY TASKS</b> (Please see attached description)	
1.	Coming to Terms with History
2.	Discovering a New Identity
3.	Strengthening Patterns of Lay Leadership
4.	Strengthening Denominational Ties
5.	Preparing for New Leadership
<b>B. PASTORAL</b>	
1.	To be an effective preacher and worship leader.
2.	To visit hospitalized and shut-in congregation members, members in crisis situations, prospective members.
3.	To teach the Confirmation Class, New Member Class, New Officer Training and other classes as time permits.
4.	To counsel couples contemplating marriage and provide other short term counseling and referrals to appropriate long term counseling.
5.	To visit or arrange for appropriate follow through with inactive members.
6.	To perform duties of teaching elder. For example: Baptism, Communion, Marriage, and Funeral Services.
7.	Provide for effective communication throughout the congregation.

<b>C. ADMINISTRATIVE</b>
1. Supervise the church staff and insure coordination of church activities.
2. Participate in staff job reviews.
3. Serve as a resource person to all Session Committees and the Board of Deacons in their program planning and activities implementation.
4. Plan and lead the annual Church Officers' retreat.
5. Insure that congregational goals are set and that past activities are reviewed and evaluated in conjunction with the appropriate board or committee.
6. Moderate at Session and congregational meetings.

<b>D. OTHER RESPONSIBILITIES</b>
1. Continue in personal, spiritual, intellectual and administrative growth.
2. Participate in local ecumenical and community activities.
3. Participate regularly in Presbytery and occasionally in Synod and General Assembly.
4. Work with the session to discern the future direction of the church and define goals to move toward that direction.

<b>E. GENERAL</b>
1. The above responsibilities are to be fulfilled based on a 48 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 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 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 Transitional Pastor contract shall be terminated upon the effective date of the call of a new Pastor, and may be terminated by either the Session or the Transitional Pastor with thirty days written notice.

{Attach the terms of contract}

Approved by Session on \_\_\_\_\_(date)

Clerk of Session	Transitional Pastor
Chair, Committee on Ministry	