

## **Part Time (75%) Covenant Supply Pastor First Presbyterian Church of Sussex**

30 hours per week

12 months Covenant, renewable

Responsibilities

Worship Leadership

- Preach weekly and administer the Sacraments
- Develop worship bulletin
- Officiate funerals and weddings as requested
- Provide for special worship services in consultation with the Worship and Music Committee

Pastoral Care

- Attend Coffee hour following worship on Sundays
- Provide comfort, guidance and spiritual leadership for congregation members and participants
- Offer emergency hospital and home visitation to church members and friends of the church
- Provide for home communion for those unable to attend

Administrative Leadership

- Moderator Session meetings
- Serve as a resource for the board of Deacons and attend meeting when requested
- Provide staff support for Session Committees

Time Commitment

- 30 hours per week, including worship preparation, worship leadership, pastor care and administrative duties outlined above

Manse available/Housing negotiable

Please send PIF electronically to Presbytery Leader: Rev. Jeanne Radak,  
[jbradak@newtonpresbytery.org](mailto:jbradak@newtonpresbytery.org)