



FULL TIME INTERIM PASTOR POSITION DESCRIPTION

For Wharton United Community Church at St. John's
20 Church Street

Wharton, New Jersey 07885

A Presbyterian Church USA and United Methodist Congregation

The Presbytery of Highlands is seeking an interim/transitional pastor for the Wharton United Community Church at St. John's

Responsibilities:

- Plan, lead, and deliver a sermon and a children's message during one worship service each week. Additional services may be required during Lent, Thanksgiving, and Advent seasons.
- Administer the sacraments. This includes pre-baptismal counseling meetings.
- Officiate at weddings and funerals. This includes pre-wedding counseling and meeting with family members making funeral arrangements.
- Support the church's programs.
- Assist with leading a confirmation Class by being a resource person which may include attendance at confirmation classes or service activities.
- Assist with leading a Community Youth Group by being a resource person which may include attendance at youth group meetings or activities.
- Hope's Table is a vital mission to WUCC. The interim pastor will be substantially involved in its continuing bridging of the gap within the community.
- Visit hospitalized members and shut-ins and administer the Sacrament of Communion as requested. This may include a monthly visit to members that reside in the local senior living facility.
- Provide pastoral care for the congregation and for all who seek comfort and guidance through the church.
- Serve as Moderator of the Session
- Serve as Head of Staff
- Assist boards and committees of the church in their ministry as scheduled. Initially meet

with every committee and then as needed or scheduled.

- Attend Presbytery and Methodist meetings and keep Committee on Ministry (COM) informed on the health of the congregation
- Train newly elected officers and work with boards and committee to set yearly goals.
- Lead a Bible Study or Workshops for the faith development of members and new members.
- Be available in the office or virtually available a minimum of 4 days per week, have regularly scheduled posted hours, and be available by phone or some form of communication during those business hours.
- Work to promote reconciliation
- Lead the congregation through a Discernment Study, following the process approved by the Missional Ministry Team, which will lead to election of the Pastor Nominating Committee and the Mission Information Form.

The position will initially be for 12 months and can be extended with mutual agreement. Minimum compensation and benefits shall be paid through the sixty-day notice. It can be cancelled by either party with two months' notice and COM concurrence.

The Position includes Salary, housing allowance or manse, Board of Pensions benefits.

Wharton United Community Church has a long history and commitment of being an open door and welcoming of all persons and service animals.

If Interested send your PIF to Rev. Jeanne Radak, Presbytery Leader, at jbradak@newtonpresbytery.org