



## **FULL TIME INTERIM PASTOR POSITION DESCRIPTION**

For the Community Presbyterian Church of Ringwood  
145 Carletondale Road  
Ringwood, New Jersey 07456  
A Presbyterian Church USA

The Presbytery of Highlands is seeking an interim/transitional pastor for the Community Presbyterian Church of Ringwood.

The Community Presbyterian Church of Ringwood has a long history and commitment of being an open door and welcoming of all persons. The congregation's preference for sermon delivery is topical or narrative. We do not use the Lectionary.

### Responsibilities:

- Plan, lead, and deliver a sermon and a children's message during two worship services each week at 8:30am and 10:00am. 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. The next class takes place in the fall of 2023.
- Assist with leading a community youth group by being a resource person which may include attendance at youth group meetings or activities.
- Promote the church's missions- Charity Water, Center for Food Action, and Youth Mission.
- Provide pastoral care for the congregation and for all who seek comfort and guidance through the church.
- Serve as moderator of the session.
- 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 meetings and keep the Committee on Ministry (COM) informed on the health of the congregation.
- Lead or co-lead an adult study 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.

This position will begin in January of 2022.

Please send all PIFs to Jeanne Radak care of [office@highlandspresbytery.org](mailto:office@highlandspresbytery.org)