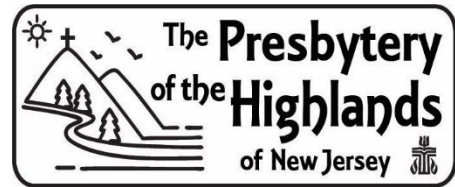


**KIRKPATRICK PRESBYTERIAN CHURCH  
37 John Ringo Road, Ringoes, NJ**



**Interim/Transitional Pastor Position  
Description**

Goals for the Interim/Transitional Period

- Maintain a healthy congregational life
- Provide continuity of leadership
- Develop a Discernment Process Report with action plans
- Prepare the congregation for the call and arrival of the next pastor by assisting the congregation to prepare for new leadership, encouraging the people to envision and plan for a new future

**The full time Interim/Transitional pastor will fulfill the following specific responsibilities:**

- Plan and lead a weekly worship service, including delivery of a sermon and a children's message both in the sanctuary and by Zoom. Additional services are required during Lent and Advent seasons.
- Administer the sacraments: serving communion at each worship service and performing baptisms (including pre-baptismal counseling meetings).
- Teach an adult Sunday school class.
- Officiate at weddings and funerals (including pre-wedding counseling and meeting with family members to make funeral arrangements).
- Will have office hours and available by email and phone.
- Lead the Congregation through a Discernment Study, following the process approved by the Church Development Team , which will lead to election of the Pastor Nominating Committee and the Mission Information Form (MIF).
- Provide pastoral care for the congregation and for all who seek comfort and guidance through the church. Visit hospitalized members and shut-ins and administer the Sacrament of Communion as requested.
- Serve as Moderator of the Session and Head of Staff.
- Attend Presbytery meetings and keep Committee on Ministry (COM) informed on the health of the congregation.

- Assist the deacons and committees of the church in their ministry as scheduled. Initially meet with every committee and then as needed or scheduled. Train newly elected officers
- Support the church's programs/activities: Women's Bible Study; Men's Book Study Group, AA Groups; Boy Scout Troop 65; Confirmation/New Members classes (if needed)

**Duration of Agreement:**

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

PIFs should be sent to [office@highlandspresbytery.org](mailto:office@highlandspresbytery.org). If you have questions please contact the Presbytery office at 973-361-0084.