

FULL TIME INTERIM PASTOR POSITION DESCRIPTION FOR WHARTON UNITED COMMUNITY CHURCH AT ST. JOHN'S

The full time interim pastor will fulfill the following specific 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 activity.
- 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. Pastor must adhere to WUCC's open door, service animals, and welcoming policy to all persons.
- 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 committees 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 within the congregation.

- 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 (MIF).

Duration:

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 period. It can be cancelled by either party with two months' notice and COM concurrence.

Financial Package:

- Total cash salary with housing allowance of \$61,457 or \$53,059 with use of church parsonage.
- Pension, medical, and disability included as per Presbyterian requirements.
- Vacation and study leave shall accrue 1 week of vacation per quarter and 1 week of study leave per 6 months of employment. Vacation and study leaves not to exceed 2 consecutive weeks and not during any Holy Weeks.