

## **TRANSITIONAL PASTOR/HEAD OF STAFF**

### **JOB DESCRIPTION**

**GATEWAY CHURCH MISSION STATEMENT:** Growing followers of Jesus who love God, love people and serve the world.

**POSITION TITLE:** Pastor, Head of Staff

**PURPOSE:**

To serve in this time of transition as Pastor of the Gateway congregation and the Head of Staff according to the Polity and Discipline of ECO, and under the leadership of the Holy Spirit

**ACCOUNTABILITY:**

To the Gateway Session, the Personnel Committee, and ECO Presbytery of the Northwest

**DUTIES AND RESPONSIBILITIES:**

Administration

Serve as Head of Staff, serve as Moderator of Session, coordinate church events, oversee monthly calendar, respond to phone calls, provide consultation to commission and committee work, consult with church staff and elders, participate in long range planning, assist in editing and contribute to *The Open Gate* newsletter and other church publications.

Staff Consultation

Oversee weekly Staff Meeting  
Evaluate staff annually and provide input on their annual goals  
Serve as a staff encourager and provide advice in a confidential setting

Counseling

Be available for marriage, pre-marital, family and grief counseling  
- make referrals to professional counselor as needed

Sermon Preparation

Study and prepare weekly sermons

Worship Preparation

Prepare the weekly order of worship in consultation with Church Staff  
Work in cooperation with the Worship Ministry Team and the Worship Coordinator in scheduling hymns and other worship music

Committee Assignments

Serve as member of the Personnel Committee  
Serve as member of the Worship Ministry Team  
Serve as member of the Leadership Development Ministry Team  
Serve as member of the Stewardship Ministry Team

Teaching

Have the opportunity to lead one class or small group weekly as needed

Visitation and Calling

Visit as needed hospital, nursing homes, senior residences, and Veteran's Home  
Respond to personal and/or family crisis situations as needed

Funerals, Wedding

Respond to grief situations when necessary and conduct funeral services  
Prepare a couple for marriage and conduct their wedding ceremony

Community Involvement

Attend the weekly Thursday morning Pastor Prayer group in the community

Special Events

Moderate Gateway Congregational Meetings  
Respond to speaking invitations (community groups, church retreats, and church dinners)

ECO

Attend Presbytery of the Northwest Meetings  
Participate in Mission Affinity Group gatherings

Transition Leadership

Assist the leaders of Gateway through pastoral transition by:  
-celebrating the history of the congregation,  
-grieving the losses brought by pastoral change,  
-re-establishing regional ecclesiastical connections,  
-studying the mission of the congregation, and  
-preparing to welcome a new Pastor/Head of Staff.

Continuing Education

Attend two weeks of study for personal and professional growth, accrued at one week per  
6 months served

**RELATIONSHIPS:**

Be a colleague in ministry with the Gateway staff and church leaders. It is understood that the transitional pastor cannot be a candidate to be called as the next Gateway Church Pastor/Head of Staff. This is intended as a full-time position.

**EVALUATION:**

Performance reviews will be conducted annually by the Personnel committee and Session

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