

First Presbyterian Church of Dunellen
 218 Dunellen Ave.
 Dunellen, NJ 08812
 (732) 968-3844
office@dunellenpres.org



Job Title:	Transitional Pastor/ Head of Staff		
Location:	Dunellen, NJ	Travel Required:	Yes
Level/Salary Range:	TBD	Position Type:	1 year contractual position
Contact Person:	Bob Berg	Date Posted:	May 1, 2017
Housing:	Yes	Posting Expires:	When filled
Requirement:	ECO Presbytery Full or Affiliate Member		
Resumes Accepted By:			
Email:	Mail:		
Interim-search@dunellenpres.org	Bob Berg 218 Dunellen Ave. Dunellen, NJ 08812 (732) 968-3844		



JOB DESCRIPTION:

First Presbyterian Church of Dunellen is seeking a Transitional Senior Pastor/Head of Staff. We are a 250-member congregation of two languages, and a Bible-based church belonging to the Covenant Order of Evangelical Presbyterians (ECO). Our Interim Pastor will have an understanding of English and Spanish language and culture. He/she will provide vision, leadership, and ministry, in collaboration with Session and the Associate Pastor for Hispanic Ministry, to address change in local communities, planning and growth, conflict management, and reconciliation.

Dunellen, New Jersey is a small intimate borough among the dense suburbs of New York City. Here you will find a rich culture of the arts, Rutgers University and the New Brunswick Theological Seminary (Reformed), parklands, seashore, and scenic beauty. Our church is a multicultural community celebrating with three different worship services: Traditional, Fusion (contemporary), and Hispanic language (spirited & colorful). Our Interim Pastor will bring a passion to serve and love God, our whole congregation, and the greater community.

QUALITIES:

1. Candidate should infectiously love Jesus Christ and His people, and passionately advance God's Holy Word.
2. Candidate will have a passion for individual and corporate prayer.
3. Candidate should possess strong Ministerial skills, be an effective preacher/teacher in English (and Spanish desirable), and have the ability to advise/mentor Staff, Deacons, Elders, and the Pastor Nominating Committee.
4. Candidate should possess strong Administrative skills, operating as Head of Staff, with the ability to build community, organize the operations of the Church, and develop Church leadership.
5. Candidate should possess the ability to attract and engage new members, particularly the younger members of our local community, in an effort to rebuild our Church membership.
6. Candidate should possess a compassionate and collaborative approach towards conflict management while developing the trust and confidence of our very diverse Church family.
7. Candidate will embrace, nurture and unite the entire Church family, regardless of age, gender or ethnicity, building unity, bringing healing, while cultivating a healthy Christ centered fellowship.
8. Candidate will fearlessly and boldly empower and hold accountable the entire Church body, particularly those who serve as Staff and Church leadership.
9. Candidate will be a member of ECO (Covenant Order of Evangelical Presbyterians). Those who seek to join an ECO church, and subscribe to the essential tenets of the denomination will be considered.

ROLES & RESPONSIBILITIES:

1. To serve as the Pastoral leader to guide the congregation through the developmental tasks of transition, while providing basic Pastoral and Administrative leadership.
2. To preach and lead worship in collaboration with the Associate Pastor, administer the sacraments; officiate at weddings, funerals, and memorial services. To effectively communicate a clear and biblically centered message through sermons that inspire and encourage growth.
3. To assist in the unification of the whole Church by encouraging the body to love and serve as one.
4. To provide leadership and guidance to the Deacons and Elders.
5. To serve as the Head of Staff, providing collaborative leadership, wisdom, and counsel in program development; as well as preparing them for the permanent Pastor.
6. To serve as a resource to the Pastor Nominating Committee, assisting the process to secure a permanent Senior Pastor.
7. To be involved in the life and work of the ECO Presbytery as needed.

INTERIM PASTOR - COVENANT AGREEMENT

Date _____

This Covenant Agreement describes the Interim pastoral services to be provided for the First Presbyterian Church of Dunellen, NJ, by the Rev. _____, for the period of _____ through _____. This Interim Pastor agreement shall be reviewed and approved by the Church Session, the Rev. _____, and by the Ministry Partnership Team of the ECO Presbytery of the Northeast Coast (hereafter Presbytery). The agreement may (if acceptable to all parties) be renewed. In addition to these provisions, the agreement may be terminated prior to expiration with thirty (30) day notice, by either the Rev. _____ or the Session, with the concurrence of the Ministry Partnership Team of the Presbytery.

In addition to the Interim Pastor guidelines described in MPT Manual (pages 28 & 29), the Interim Pastor named herein, agrees to provide the following pastoral services to the Church:

ROLES & RESPONSIBILITIES:

1. To serve as the Pastoral leader to guide the congregation through the developmental tasks of transition, while providing basic Pastoral and Administrative leadership.
2. To preach and lead worship in collaboration with the Associate Pastor, administer the sacraments; officiate at weddings, funerals, and memorial services. To effectively communicate a clear and biblically centered message through sermons that inspire and encourage growth. Lead the following special worship services each year: Ash Wednesday, mid-week Lenten Services, Maundy Thursday, Good Friday, Christmas Eve Services, and others as determined by the Session.
3. To provide basic pastoral care to the members of the Church family, including but not limited to hospital visitation, crisis and emergency support, contacts with new and prospective members, and visitation with and home communion for homebound members. Provide pastoral counseling to help parishioners overcome conflict in relationships and in the bonds of marriage.
4. To assist in the unification of the whole Church by encouraging the body to love and serve as one.
5. To provide leadership and guidance to the Deacons and Elders. Moderate the Session/Trustees and serve as advisor for the Lead Deacons and ex-officio member of all committees. Provide guidance and support to the Session and other committees in setting goals for the ministry and mission of the Church among its members, in the community, and in the Presbytery. Perform other ministries supported by the Session.
6. To serve as the Head of Staff, providing collaborative leadership, wisdom, and counsel in program development; as well as preparing them for the permanent Pastor. Supervise all employees and participate in an annual performance evaluation.
7. To be involved in the life and work of the Presbytery as needed. Represent the First Presbyterian Church of Dunellen, NJ at meetings (both local and distant) that benefit the advancement of God's Kingdom.
8. To serve as a resource to the Pastor Nominating Committee, assisting the process to secure a permanent Senior Pastor.

With this agreement the Rev. _____ is intended to provide a minimum of 40 hours weekly to fulfill the necessary pastoral and ministry needs of the congregation, with recognition that the demands of a growing congregation may from time to time require additional hours.

Annually the Rev. _____ is to be provided TBD weeks of vacation leave, and one week of study leave for every six months on the job with no accumulation of either expected. Study leave must be preapproved by Session and the pastor must demonstrate clearly how the education will impact his position in leading the church. Study leave is not provided unless this condition is met.

In recognition of these pastoral services, the Church promises to provide the Interim Pastor named herein with the following compensation. The Personnel Committee, in partnership with the Interim Search Team and with the approval of the Session, will negotiate the terms commensurate with years of experience and education level and in alignment with the ECO Minimum Terms of Call requirements.

Annual Cash, Housing and Benefits	Pastor	Alternate
Cash Salary	\$ TBD **	-
Manse Rental Value (NO CASH)	24,000	-
Estimated Utilities for Manse	4,200	-
Medical Plan	14,900	21,000
Health Savings Account	6,000	(No HSA) -
Medical Deductible & Copay	-	1,800
Family Dental Plan	870	870
Life Insurance	380	380
Disability Insurance	360	380
Pension (10% of Salary + Manse)	TBD **	based on negotiated salary
Vision – self insured	0	0
Annual Reimbursed Expenses		
Continuing Education as used	1,800	Up to \$900 per one week for 6 mos time- Session preapproval needed
Professional, Travel Expenses	TBD **	
Continuing Education		one week per 6 months worked
Vacation Time – TBD		
** Salary and vacation will be negotiated based on years of service and experience level.		

- Reimbursement of voucher vehicle mileage for pastoral ministry responsibilities, at the rate currently established by IRS, the Presbytery and the Session, including but not limited to commuting to and from, all pastoral visitation, conferences and meetings, and attendance to called meetings of the Presbytery, and other Presbytery functions not reimbursable through the Presbytery, and all other related ministry responsibilities.
- Reimbursement of all expenses relating to continuing education seminars and/or conferences. Must be requested and pre-approved by Session in order to be reimbursed.
- Reimbursement of all necessary expenses receipts for pastoral ministry such as telephone & computer internet services, cell phone calls, office supplies and postage.
- A monthly expense voucher shall be submitted to the Church Treasurer, reporting monthly expenses associated with activities, including mileage. The voucher shall be reviewed and approved by the Treasurer.
- A monthly report shall be submitted at the Session meeting, reporting weekly activities and other information helpful to the Session in assessing the ongoing activities of the position. This report shall be reviewed by the Session.

The signatures below attest to the conditions of this agreement:

Interim Pastor

Clerk of Session

Date

Chair of ECO Presbytery MPT

Session Moderator

Provisional contract approved by Session 5/15/2017