

TRANSITIONAL PASTOR
Roslyn Presbyterian Church 01/2018
JOB DESCRIPTION

POSITION TITLE: Pastor, Supervise work of Church Administrator

PURPOSE:

To serve in this time of transition as Pastor of the Roslyn congregation and supervisor according to the Polity and Discipline of ECO, and under the leadership of the Holy Spirit.

ACCOUNTABILITY:

To the Roslyn Presbyterian Church Session and ECO Presbytery of the Northwest

DUTIES AND RESPONSIBILITIES:

Administration

Work with and oversee work of Administrator, serve as Moderator of Session, respond to phone calls as needed, provide consultation to committees, consult with church staff and elders, participate in long range planning, assist in editing and contribute to church email and other church publications

Staff Consultation

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, prepare and preach the Gospel of Christ-centered weekly sermons in the power of the Holy Spirit to the glory of God

Worship Preparation

Prepare the weekly order of worship in consultation with Administrator
Work in cooperation with the Elder of Worship and Music Coordinator in scheduling hymns and other worship music
RPC celebrates our Reformed roots and maintains traditional and liturgical worship
Direct AV team for slides for Power Point

Committee Assignments

Serve as member of the Worship Ministry Team

Teaching

There are opportunities to lead one class or small group weekly as needed
RPC has a vital and active men's group
RPC is the host church for a BSF satellite group

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 and Wedding

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

Community Involvement

Attend local pastor meeting as available

Special Events

Moderate Roslyn Presbyterian 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
Participate in Pastor Affinity Group

Transition Leadership

Assist the leaders of Roslyn Presbyterian Church through pastoral transition by:
-Understanding our history
- deal biblically with any unresolved issues and feelings with the loss of pastor
-strengthen regional ecclesiastical connections,
-studying the mission of the congregation
-preparing congregation to welcome a new pastor by understanding the roll of a full-time Pastor within the church

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 Administrator and church leaders. Be a member of our community and enjoy the people in the area and congregation. Develop relationships with members of the congregation who may need a spiritual guide.

It is understood that the transitional pastor cannot be a candidate to be called as the next Roslyn Presbyterian Church Pastor/Supervisor.

A part-time Interim will be considered and the duties are open to discussion.

EVALUATION:

Performance reviews will be conducted annually by the Session

CONTACT: Clerk of Session, Susan Colts, susancofts@gmail.com or roslynpres@outlook.org

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CHURCH INFORMATION:

207 North First Street, Roslyn, WA 98941

Facebook: www.facebook.com/RoslynPresbyterian/

Website: www.RoslynChurch.org

01/11/2018