

Forest Hills Presbyterian Church
Job Description: Interim Minister
1840 Ardmore Blvd, Pittsburgh, Pennsylvania 15221

Job Title: Interim Minister, Forest Hills Presbyterian Church

Status: Full Time

Accountability: The Interim Minister is accountable to the Session and the Presbytery.

Purpose: The Interim Minister is responsible for moderating the Session and for providing pastoral leadership and administrative oversight of the church's ministries, including worship, music, preaching, teaching, mission service, stewardship, and fellowship. He/she will work with the Session and Church staff to provide opportunities for members to engage in worship, discipleship and mission. He/she will use their developed interim-specialist skills to assess the congregation's current and long-term needs and provide inspiring counsel and leadership to help the Church identify what it is called to be in the future. The Interim Minister will support the congregation so that it can continue to identify its mission and purpose as the body of Christ during the time between installed ministers. He/she will help prepare the congregation for new pastoral leadership.

Responsibilities:

- To provide an outstanding biblically based preaching and teaching ministry to a church in transition
- To preach, lead in worship, and provide a teaching ministry that will lead to the spiritual growth of the membership and awaken them to an active outreach to their neighbors in evangelism.
- As Head of Staff, to administer the church's ministries by leading, directing and supervising the professional staff: Director of Music and Worship, Accompanist, Administrative Assistant, Financial Secretary, Treasurer, Nursery Caregiver and Custodian.
- To moderate session meetings and meet with committees, monthly or as the need arises.
- To lead and inspire the session and congregation in the development of new ministries. Motivate and be available as a resource person to the lay leaders of the church and provide officer and leadership training.
- To encourage and provide guidance as needed for a timely search process for the next installed pastor.
- To provide pastoral services for those in crises situations, visiting church members, counseling as needed.
- To administer sacraments of communion and baptism.
- To officiate at weddings and funerals of members.
- To teach the Confirmation Class as needed.
- To teach Membership classes as needed.
- To attend and support church functions.
- To possess highly defined skills in dealing with people and be willing to have a two-way conversation.
- Have participation and involvement with the community of Forest Hills and the Ministerium as called upon.

Qualifications:

- Graduate of a nationally recognized seminary or divinity school
- Experience as a called pastor and/or interim pastor
- Must have completed Interim Ministry training
- Experience as head of staff
- Effective interpersonal and communication skills

How to Apply: Interested candidates are asked to send their resume and references to:

Forest Hills Presbyterian Church
Attn: Interim Search Committee
1840 Ardmore Blvd
Pittsburgh, PA 15221
FHPCinterim@gmail.com