



## United Presbyterian Church in Ingram

30 West Prospect Avenue, Pittsburgh, PA 15205

[www.ingramupchurch.org](http://www.ingramupchurch.org)

*Bringing Christ to the People and the People to Christ*



### Position Description

Job title            Part-time Temporary Pastor, 19 hours per week

Reports to         Session

### Job purpose

The role of the Pastor is to assist the Elders in overseeing the life and direction of the church. The primary focus will be on weekly worship and pastoral leadership of the congregation. The Pastor will also focus on community relations and outreach.

We are a church in transition and as such, the Pastor will mentor members as they refocus and shift their roles into the work of ministry, as they adjust to a PT Pastor. Acknowledging the time limits of a PT pastor, the Session and Deacons have agreed to support and encourage the Pastor by:

- Working faithfully with the Pastor.
- Communicating regularly with the Pastor about pastoral concerns and needs within the congregation, issues in the life of the church, and personal and institutional difficulties that need to be addressed.
- Continuing to do the work of the ordered ministries.
- Assisting the pastor in accomplishing the responsibilities and duties listed elsewhere.

### Church Mission

This church is called to welcome all the people of this area into the transforming love of God in Jesus Christ.

### About the United Presbyterian Church in Ingram

The UP Church in Ingram is a small congregation in the Borough of Ingram, an established, family-oriented community of over 100 years. We currently have an active membership of 53 and we are looking for a pastor who can lead, nourish and build our congregation.

We are a diverse people, but we are one in our desire to be closer to God, to follow His will, and to spread His Gospel into the community. We reach out to the community through food pantry service, angel tree gifts, clothing donations, and direct services to people. We host an AA group and participate in the annual Ingram Days Festival in July. We are looking for a pastor to help us with our continuing discernment, to guide us and to help us fulfill our vision for the community.

## Duties and Responsibilities

### Required:

1. Serve as Moderator of the Session.
2. Provide for all worship and pastoral leadership.
3. Oversee the pastoral care needs of the congregation and homebound as time permits. Provide for the celebration of Communion.
4. As Head of Staff, supervise the Administrative Assistant, Custodian and Maintenance staff, perform administrative duties as needed, assist in congregational communication through publications and through personal contact.
5. Help create interest in our church, establish a presence at community events, and promote new membership.

### As Time Allows:

1. Assist the congregation in the tasks of:
  - Leading the church to a renewed vision for their future
  - Providing for a smooth transition of congregational leadership
  - Taking on more pastoral duties within the church
  - Strengthening and continuing ties with Presbytery, Synod and GA
2. Provide leadership to the Board of Deacons and other organizations in the church so they may take on more pastoral duties.
3. Be available as resource person for the youth ministry and other groups of the church.
4. Support Christian outreach. Lead the congregation in reaching out into the community to serve those in need.

## Qualifications

- Experience as a called pastor and/or interim pastor preferred but not required
- Passion for bringing people closer to Jesus Christ
- Effective interpersonal and communication skills
- Self directed and organized with a healthy work ethic

## Contact

For consideration, please email your Personal Information Form, along with cover letter, to Clerk of Session, Bethany Myers: [chloe\\_c@juno.com](mailto:chloe_c@juno.com)