

Job Description – Interim Pastor  
Jefferson United Presbyterian Church

**Position Title:** Interim Pastor, Jefferson United Presbyterian Church, 716 Gill Hall Road, Jefferson Hills, PA 15025

**Reports to:** Session and Pastoral Relations Committee

**Purpose:** To provide a balanced ministry of preaching, pastoral care and organizational leadership to a congregation of 150 members and to enable the church to grow to its full potential in membership and spiritual vitality.

**Qualities**

1. Strong worship/ sermon leadership
2. Build relationships and engage youth
3. Energetic – Maintain and help see new missions of the church
4. Strong administrative skills
5. Interim skills that will help church preparation for next Pastor

**Responsibilities:**

1. Serve as Moderator of the Session, upon approval by Presbytery
2. Provide for worship and pastoral leadership
3. Lead services of worship, including Communion, Baptism, marriage and funerals
4. Assist the congregation in the interim tasks of:
  - celebrating the church's history
  - continue ties with Presbytery, Synod and GA
  - leading the church to a renewed vision for their future
  - providing for smooth transition of congregational leadership
  - preparing for the welcoming of the new pastor
5. Provide leadership support for the various committees of the Session
6. Perform administrative duties, work with the other church staff guided by their job descriptions and assist in congregational communication through publications and through personal contact
7. Help maintain church's website, Facebook page and send weekly communications through Mail Chimp
8. Be available as a resource person for the church school, youth organizations and other groups of the church.
9. Lead the congregation in reaching out into the community and in performing its ministry of healing and reconciliation
10. Call on the sick and home bound, and provide for their celebration of Communion
11. Provide leadership to the Board of Elders and Trustees and/or other organizations in the church.
12. Continue and grow the mission opportunities of the church
13. Build relationships through church events and missions.

**Reimbursement:** Send PIF including minimum salary requirements to Karen Johnson  
([karenajohnson@yahoo.com](mailto:karenajohnson@yahoo.com))