

Mt. Hope Community Presbyterian Church  
12106 Frankstown Road  
Pittsburgh, PA 15235  
Part Time Temporary Pastor Description

Position Title: Part Time Temporary Pastor

Position Type: Part Time 20 to 24 Hours

Salary and Benefits: Negotiable

Qualifications: Must be able to provide references. Has had experience leading a congregation.

Certifications: Provide child abuse clearance and pass criminal background check.

The Temporary Pastor shall be responsible for pastoral leadership that shall include, but not be limited to, the following:

Responsibilities and Duties

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, marriages and funerals.
4. Provide leadership support for the committees of the Session, the Deacons and the congregation.
5. Perform administrative duties, work with the other church staff guided by their job descriptions and/or personnel manual, assist in congregational communication through publications and through personal contacts.
6. Calling on the sick and home bound, with the assistance of other members of the ordered ministries
7. Provide other ministerial services as requested by the Session.

AS TIME ALLOWS

1. Be available as a resource person for groups of the church.
2. Assist in leading Mt. Hope's ordered ministry and the congregation in reaching out into the community and in performing its ministry of healing and reconciliation.
3. Assist the congregation in the tasks of celebrating the church's history strengthening and continuing ties with Presbytery, Synod and GA leading the church to a renewed vision for their future providing for smooth transition of congregational leadership

The Session and Deacons have agreed to support and encourage the Temporary Pastor by:

- Working faithfully with the Temporary Pastor.
- Communicating regularly with the Temporary 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, and complete other responsibilities of the ordered ministries.
- Assisting the Temporary Pastor in accomplishing the responsibilities and duties listed elsewhere.
- Providing adequate part-time minimum salary expectations as required by the Presbytery.

Performance Evaluation: Will be conducted every 6 months by the Personnel Committee.

Please send Personal Information Form to Session Contact: Alyce Duffus, c/o Mt. Hope Church or [ajduffus@comcast.net](mailto:ajduffus@comcast.net), or call 412-793-8326