

Shadyside Presbyterian Church

Position Description: Interim Pastor/Head of Staff

Title: Interim Pastor/Head of Staff

Purpose: Having recently celebrated our 150th Anniversary, we are a congregation equally excited about our history and our future. We embrace liturgy and traditional worship, recognizing that our worship gathers us together and inspires us to share the love of Christ beyond our own walls. We are blessed to have an inspiring music program, which includes a concert series that attracts thousands of visitors each year. We are intentionally active in our community through long-term mission partnerships, and such partnerships lead us into the world beyond Pittsburgh as well.

We seek an Interim Pastor to provide a ministry of profound preaching, worship leadership, pastoral care, administrative oversight/development, and organizational leadership for the congregation of Shadyside Presbyterian Church. She/he will 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 Pastor will support the congregation and guide it through a period of transition and discernment so that it can continue to identify its mission and purpose as the body of Christ during the time between installed ministers. She/he will help prepare the congregation for new pastoral leadership.

Accountability: Accountable to the Pittsburgh Presbytery and to the Session of Shadyside Presbyterian Church.

Desired Qualifications:

- o A Minister of Word and Sacrament of the Presbyterian Church (U.S.A.) in good standing
- o Experience as head of staff of large congregation, including personnel and budget management
- o Effective interpersonal and communication skills
- o Strong expertise in stewardship

Responsibilities:

o **The Ministry of Word and Sacrament** - Plan and lead in traditional Reformed worship; preach uplifting and challenging biblically based sermons bringing the Word to bear on contemporary life; administer the sacraments of Baptism and Holy Communion, work with other professional staff personnel (Associate Pastors, Director of Music) and lay leaders insofar as they are involved with the worship life of the congregation. The expectation is that the Interim will preach a minimum of 3 times a month.

The Interim will work with the Associate Pastors and Director of Music to plan worship services to align with liturgical seasons within the life of the church. While it is expected that the Interim will have a leadership role, worship planning is a collaborative and joint effort that brings together and emphasizes different voices and perspectives within the congregation.

o **Pastoral Care** – Along with the Associate Pastors, provide pastoral care to persons in crisis situations (illness; death; and personal, marital or family problems; etc). Provide short-term pastoral counseling, such as pre-marital counseling and grief counseling. Officiate at weddings and funerals.

o **Head of Staff** - Provide leadership and supervision for the church staff. Work in a collegial relationship with the Associate Pastors, Director of Music, and other staff, especially in the areas of ministry of Word and Sacraments, and Pastoral Care matters. Work with Human Resources committee to strengthen a system of supervision for our 16 person staff.

o **Session** - Moderate the Session, providing leadership and guidance, encouraging church officers in their spiritual growth and leadership in the congregation to enable vitality in worship and fellowship, ministry and mission. Work with the members of Session in fulfilling their duties of leadership and activities of the congregation, specifically providing oversight to Stewardship, Budget & Finance, Human Resources and other committees as needed.

o **Trustees** – Provide pastoral guidance to and meet with the Trustees who have the responsibility to oversee our finances, including investments, and who also oversee building/property issues.

o **Assist the Congregation in the Interim Tasks of:**

- Understanding and embracing the congregation's history
- Cultivating awareness of the present times and situation
- Re-establish/ strengthen the congregation's connections to the wider community of the Church
- Discern where God may be leading us in our life together and in our mission with Christ to our community and the world
- Celebrate the journey together and embrace a new beginning

Compensation and Other Benefits: Compensation, including salary, housing, and benefits, will be offered in a manner consistent with Presbytery compensation guidelines.

Relationships: Relates to Session as Moderator, and to committees of the boards as a resource; provides staff leadership as Head of Staff; be a present and engaged Pastor with the congregation; and serve Pittsburgh Presbytery as a member.

Contact information: Interested applicants can email the Interim Search Committee at careyvinson3@gmail.com.

Applications/PIFs can be sent via email or to:

**Shadyside Presbyterian Church
Attn: Interim Search Committee
5121 Westminster Place
Pittsburgh, PA 15232**