

Georgetown Presbyterian Church
203 North Bedford Street
P.O. Box 46
Georgetown, DE 19947
(302) 856-6842

Interim Pastor Job Description/30 hours per week/Start date: June 1, 2019

Shared Goals for the Well-being of Georgetown Presbyterian Church

- To work together to provide for the spiritual growth and ongoing mission and work of the church.
- To work together to assess the mission and vitality of the church in anticipation of a call for an Installed Pastor.
- To facilitate open sharing of information with the congregation.

Expectations of the Interim Pastor include:

- Leading weekly corporate 10:00 AM worship as well as five special services annually determined by the Worship Committee.
- Administration of the Sacraments of Baptism and the Lord's Supper.
- Providing pastoral care to the congregation, both during corporate worship and off-site (e.g., homes and health care facilities).
- Officiating at weddings and funerals, consistent with church policy, including pre-event counseling and support.
- Moderating meetings of the congregation and the Session which meets on second Monday of every month.
- Offering instruction for prospective members, orientation for new members and confirmation classes.
- Working with Session committees as requested.
- Sharing in the life and work of the Presbytery, Synod, and General Assembly, including serving when called and communicating works of the bodies to the congregation.
- Overseeing the activities of the staff, consisting of two Music Directors, an office manager and contracted custodian.
- Oversight to include program direction (with shared responsibility with the Session Worship Committee).
- Involved in the oversight of the emergency shelter.

Expectations pertaining to Church Office:

- To have all information for weekly service bulletin by Wednesday afternoon so Choir Director can view the bulletin music and bulletin can be printed on Thursday morning.
- Work in conjunction with office manager to provide guidance/ approval of emails, church website/Facebook page and/or correspondence with congregation, Session, or NC Presbytery.
- Work with the treasurer and bookkeeper pertaining to financial matters concerning the church, including building rental, stewardship program, emergency shelter funding, etc....
- Have 1-2 days of set office hours during the week.

Expectations of the Session:

- Will work cooperatively with the Interim Pastor to support the work of the church, to fulfill the constitutional duties and responsibilities of the denomination.
- Will demonstrate flexibility in dealing with needs expressed by the Interim Pastor for time to deal with personal situations.

Expectations of Presbytery:

- Will provide support and consultative services to the Interim Pastor and the Session (including vacancy consultation) through the Presbytery Staff and the Committee on Ministry.
- Will assist the Session and Interim Pastor with emerging needs through the resources of the committees of Presbytery.

Mutual Expectations:

- To provide prayer and spiritual support to each other as members of the family of Christ.
- To work within the general accepted framework of interim intentions and goals as set forth in denominational and other resources.

Reporting and Accountability:

- The Interim Pastor is accountable to the Presbytery Committee on Ministry and Congregations (COMC) and to the Session.
- Compensation: 30 hours a week.

To apply, please send your PIF to Rev. Jessie MacMillan, Connectional Presbyter, jmacmillan@ncpresbytery.org.