

**Northampton Presbyterian Church
539 Buck Road
Holland, PA 18966**

Transitional Pastor Job Description

Northampton Presbyterian Church is located in Holland, a middle-class suburban community located less than an hour from Philadelphia in beautiful Bucks County, Pennsylvania. After 25 years, our pastor has accepted a call to begin retirement and we are ready to call a full-time transitional pastor/head-of-staff to serve our unique congregation.

We are a small, tight-knit family called by God through Jesus Christ and empowered by the Holy Spirit to love each other, serve our community, and glorify God. The Transitional Pastor, who will balance the delicate roles of congregational “re-assurer” as well as pathfinder, will provide spiritual and organizational leadership to prepare the church for its next season of ministry and its search for a new installed pastor.

Educational Requirements and Experience:

- Graduate of an accredited seminary or divinity school with Master of Divinity
- Experience as a called pastor and/or transitional pastor with prior experience as a head-of-staff
- Must have completed Transitional Ministry training
- Effective interpersonal and communication skills

Teaching/Preaching Responsibilities:

- Provide worship leadership, including biblically-based messages and the administration of the sacraments, at Sunday morning worship services at 9:30am, and on all special worship services throughout the year.
- Coordinate with the Music Director in selecting songs and hymns for the service.
- Provide 4-6 discussion questions, based on the scripture reading and message, for use by the Christian Life Groups (our post-service Christian education groups).

Pastoral Care Responsibilities:

- Officiate at weddings and funerals of members.
- Visit ill/infirm members of the congregation as needed/requested (including administering home communion as needed). Make at least one visit should a member be admitted to a local hospital.
- Baptize members, children of members, and grandchildren of members.

Administrative Responsibilities:

- Serve as the moderator of monthly Session meetings and work with the Session to provide for the life and ministry of the congregation; prepare session agendas with the Clerk of Session.
- Perform administrative work, including directly supervising the Office Administrator, Music Director, and Preschool Director. Evaluate staff performance in conjunction with Session.
- Resolve conflicts, provide guidance, and set day-to-day priorities.

Leadership:

- In partnership with Session, determine goals and direction of church ministries, focused internally and externally.

- Guide the congregation in strengthening its relationship with the denomination and the local community.
- Plan and lead training and development for Elders and Deacons.
- Serve as needed as a resource to appropriate Session committee chairs.
- Develop, encourage, and empower the congregation's leadership

Transitional Duties:

- Assist the congregation in coming to terms with its history, its current status, and help the congregation develop its future identity.
- Participate in the evaluation and strengthening of the current leadership structure so that it engages both congregational participation and effective executive leadership.
- Support the work of the Pastor Nominating Committee and assist in the congregational mission study.
- Help the congregation prepare to welcome the leadership of a new pastor.

Compensation Package:

- Contracted yearly salary range: \$60,000-65,000, depending on qualifications
- Term: one year, with a month-to-month renewal thereafter
- Vacation: 4 weeks per one year period (no rollover permitted)
- Study Leave: 2 weeks per one year period