



## Transitional Pastor Position Description

### Job Summary

Media Presbyterian Church (MPC) is seeking a full time Transitional Pastor who can lead the congregation in worship, work with our Parish Associate and Stephen Ministers to provide pastoral care, and shepherd the congregation through our transition journey as we seek to discern God's call to us. MPC has been through a time of testing, with the loss of 2 senior pastors in less than 10 years and the pandemic. The role of Transitional Pastor at MPC requires specific training and experience in order to guide the church through this transition time, discern God's call forward to us, and be open to the changes this call may require of us as a church.

### Characteristics

- Displays a deep faith in Jesus Christ and a love of the Church.
- Possess a pastoral "heart," with a warm and caring personality.
- Strong interpersonal relationship skills, with the ability to listen actively and readily show empathy.
- Organized leader who is an effective communicator.
- Committed to shared ministry and a collegial style of leadership.

### Responsibilities

#### *Pastoral Responsibilities:*

- Planning and leading worship services in partnership with the Worship Committee, Parish Associate, music ministry team, technology team, and other staff and volunteers.
- Provide pastoral leadership and support, in partnership with the Parish Associate, for weddings, funerals, and baptisms.
- Serves as a resource to the Spiritual Formation Committee, including teaching as time permits.
- Works with the Parish Associate and Stephen Ministry team to provide pastoral care to members and those in need.
- Will be involved, as time permits, in the life of the church.

#### *Head of Staff and Related Leadership Responsibilities:*

- Provides clear vision and leadership for developing and empowering the staff and Session, as MPC prepares to call a new installed senior pastor.
- Serves as Head of Staff with direct or delegated supervisory responsibility for employed personnel, as guided and defined by the Session's Administration Committee. Meets regularly with staff, both as a group and individually.

- Serves as moderator of Session and works with the Clerk of Session and committee chairs to create the agenda for meetings.
- Serves as a resource to committees and groups as designated by the Session and participating as an *ex officio* member of the following committees:
  - Worship Committee
  - Administration Committee
  - Congregational Nominating Committee
  - Spiritual Formation Committee
  - Finance Committee
- Works with the finance committee to develop a strong annual stewardship program.
- Facilitates regular and open communication with the congregation.

### *Specific Transitional Responsibilities*

- Works with leadership and members towards discerning God's call to MPC, including guiding a process of self-reflection as we develop our mission study. This might include:
  - Strategic planning for current and new directions of ministry and service, including assisting the congregation to reflect on our history, strengths, and challenges.
- Works with the Session and staff of MPC in dealing with the grief, hurt, and disconnect of members of the congregation following the resignation of the pastor and the impact of the pandemic.
- Assisting the congregation to prepare for new leadership, encouraging the people to envision and plan for a new future.
- Actively seeks ways to open the congregation to change as we look forward to the calling of a permanent Senior Pastor.

### **Minimum Qualifications**

- Ordained in the Presbyterian Church (USA) or other denomination in full communion with the Presbyterian Church (USA).
- Experience as Head of Staff.
- Experience and training in transitional ministry.

### **Review and Accountability**

The Transitional Pastor will be a member of the Presbytery of Philadelphia or be granted permission to fill the position within the bounds of the Presbytery of Philadelphia and approved by the Committee on Ministry (COM). The Transitional Pastor is accountable to the Session for the fulfillment of the responsibilities of the position description and to the Presbytery of Philadelphia through the COM.

### **Term**

The Transitional Pastor shall be invited to serve for the period of 12-18 months, with the option of an extension at the request of the Session and with the approval of Presbytery through the Committee on Ministry. The Transitional Minister contract shall be terminated upon the effective date of the call of the new pastor and may be terminated by either the Session or the

Transitional Pastor with sixty days written notice. Salary will be commensurate with experience and qualifications. A benefits package will be offered in accordance with Presbytery guidelines.

### **Ethical Covenants**

In accordance with the Book of Order, ordinarily, the Session of the Church and the Transitional Pastor understand that:

- The Transitional Pastor cannot and will not be a candidate for any pastoral position in this congregation.
- Will seed in every way to prepare the way for the arrival of the installed pastor.
- Will ensure that the Pastor Nominating Committee (PNC) is formed.
- Will assist with the Mission Study, but will not be involved in the completion of the Ministry Information Form (MIF).

At the conclusion of the transition period, any future contact that may occur between the Transitional Pastor and the members of MPC's congregation will be solely as friends and not in any official capacity.

### **Contact and Additional Information**

People interested in this opportunity for ministry should send their Personal Information Form to: Susan Kassab, Chair, Transitional Pastor Search Committee, at [susan.kassab@gmail.com](mailto:susan.kassab@gmail.com) and Eileen McLaughlin at [Mclaughlin.Bes@gmail.com](mailto:Mclaughlin.Bes@gmail.com).

To learn more about Media Presbyterian Church, please visit our website at [www.mediapresbyterian.org](http://www.mediapresbyterian.org)