

## **SAMPLE INTERIM PASTOR POSITION DESCRIPTION**

**TITLE:** Interim Pastor

**PURPOSE:** To provide spiritual leadership, pastoral care, administrative oversight and organizational direction to the congregation as transfer of allegiance of all members from the previous pastor to the new pastor.

**ACCOUNTABILITY:** Accountable to the Presbytery of Long Island through the session.

### **RESPONSIBILITIES:**

1. To provide biblically based preaching and teaching ministry.
2. To provide active leadership to the session, the congregation and its organizations in developing programs that will enable the church to grow in mission, in keeping with its potential in a growing community.
3. To administer the church's programs, by leading, directing, and supervising a professional staff of two, which includes an administrative assistant and director of music.
4. To provide pastoral services for those in crisis situations.
5. To assist the congregation in the transition process and mission development as it looks toward the future by giving attention to the following developmental tasks: coming to terms with congregational history, discovering a new congregational identity, coping with shifts in leadership and power among members, strengthening the partnership with Presbytery and other congregations, and building a commitment to a new future and new pastor.

**RELATIONSHIPS:** Relates to the session and its various committees as the moderator; relates to staff as head of staff; relates to congregation as pastor; relates to the Presbytery of Long Island as a member; relates to the Committee on Ministry and its liaison.

**EVALUATION:** Performance reviews will be conducted by the Personnel Committee. There will be three month and six month consultations with representatives of the Committee on Ministry including the liaison.