**Transitional/Interim Pastor Job Description**

**Oakland Presbyterian Church**

**POSITION PURPOSE**:

The Transitional/Interim Pastor is responsible for providing spiritual leadership and administrative oversight of the church’s ministries, including worship, music, preaching, teaching, mission service, stewardship, and fellowship. Oakland Presbyterian Church is a busy campus throughout the week. OPC’s campus programs/ministries include AA meetings 7 days a week, Men’s Tuesday morning prayer breakfast, Young Christian Musicians, Music ministry including (adult choir, praise team band, handbells, and children’s choir), Annual Ladies fundraising tea, Fall festival, Pumpkin patch fundraising, Easter egg hunt for the community, Boy and Girl scouts, Multiple camps through the summer (including music camp, VBS, YCM band camp, Preschool shorts), Crafters Mission group, kids, student and family ministry program, and Mah Jong. OPC is currently developing a Celebrate Recovery program. Fellowship events include the Souper Bowl Chili cook-off, Dinner for 8 fellowships, Memorial Day dinner with music, and Boy scouts pancake breakfast. OPC’s community outreach includes working with Habitat for Humanity, Preparing and serving meals at the Christian Service Center, Offering College Scholarships for High School seniors, Mother’s Day gift basket delivered to local hospitals, supporting special events at the Oakland Nature Preserve, and supporting missionaries in Madagascar. We have a full and active onsite preschool program.

Oakland’s congregation respects its rich history and appreciation for traditional and contemporary worship since 1887. The Transitional/Interim Pastor will support the congregation in identifying its mission and purpose as the body of Christ during this time of transition and into the future. He/She will help prepare the congregation for new pastoral leadership.

**RESPONSIBILITIES:**

• Preach, lead in worship, and provide a teaching ministry that will lead and inspire the spiritual growth of the membership and connect them with active community outreach.

• Moderate the Session and Congregational meetings.

• Support church events and activities.

• Supervise, teach, train, and evaluate the church staff, including the Church Administrator, Music/Choir Director, Technical Director, Business Administrator, Kids and Family Director, Student Ministry Director, and Property Manager.

• Support the work of the Corporate Board and the Session committees of Property, Personnel, Stewardship, Finance/Investment/Insurance, Officer Nominating Committee and Worship.

• Provide Pastoral Care by visiting homes, hospitals, nursing homes, the homebound, those in crisis situations and counseling as needed. Provide home communion as requested.

• Cultivate community relationships and engage in Presbytery responsibilities.

• Perform baptisms, weddings, the Lord’s Supper, and funerals including working with the families.

• Assist the congregation in coming to terms with the church’s history, developing a mission self-study, evaluating current church needs and goals, and discerning where God may be leading them in their life together and in their mission with Christ to their community and the world.

• Be involved in and provide support for the Confirmation Class. Teach New Members classes as needed.

**Weekly ministry hours and schedule**

• Preaching two sermons each Sunday of the month: 4 Hours/week

• Keeping Office Hours: 4 Hours / 4 days a week (hospital/home visiting and community clergy meetings are considered Office Hours)

• Coordinate with Worship Committee and plan for Special Services including Christmas Eve and Easter: 4 Hours/month

• Responding to emergencies which may require the pastoral presence in non-scheduled hours.

**QUALIFICATIONS:**

• Graduate of a PCUSA seminary or PCUSA approved divinity school.

• Ordained and in good standing with Presbyterian Church USA

* Experience as a called pastor and/or Transitional/Interim pastor.

• Completion of transitional ministry training.

• Effective interpersonal and communication skills with the flexibility to relate to parishioners from a wide range of ages and with differing needs, views, and desires

**STATUS**: Full Time, 40 hours per week

**ACCOUNTABILITY**:

• The Transitional/Interim Pastor shall be accountable to the Session and Central Florida Presbytery through Committee on Ministry.

**COMPENSATION**

**Minimum effective salary** $86,750 salary plus housing.

**Paid Vacation Leave**: Vacation of 1 week per quarter including Sunday, for a minimum 4 weeks annually

**Study Leave:** Study Leave of 2 weeks is pro-rated annually.

Candidates should have the ability to provide references upon request.