

**PRESBYTERY OF THE TWIN CITIES AREA
TRANSITIONAL PASTOR POSITION DESCRIPTION
Calvin Presbyterian Church
Long Lake, MN**

Our Mission

Our mission at Calvin Presbyterian Church is to provide a place of gratitude, love, and kindness to worship and serve Jesus Christ, grow spiritually, build meaningful and loving relationships throughout our community, and engage in mission to serve those in need and our environment.

Our Vision & Aspiration

Creating love, peace, and kindness through Jesus Christ to bring a happier and better tomorrow.

Purpose

To give spiritual, pastoral, educational, and administrative leadership to the congregation during the interim between installed Pastors by assisting the congregation with the Transitional Ministry tasks listed below and described in the attached description.

Accountability

The Transitional Pastor is accountable to the congregation through the Session for the fulfillment of the responsibilities of the position description, and to the Presbytery through the Commission on Ministry.

Responsibilities

A. Transitional Ministry Tasks (Attachment 1)

1. Preparing for New Leadership
2. Discovering a Re-formed/Re-imagined Identity
3. Strengthening Patterns of Lay Leadership

B. Pastoral

1. To be an effective preacher and worship leader
2. To teach and coordinate the Youth Program, Bible Study, and Elder Training
3. Provide Children's Service during regular services
4. To partner with Parish Associate to visit hospitalized and shut-in congregation members, members in crisis situations, prospective members, etc.
5. Counsel all individuals who are grieving, facing familial issues, and/or contemplating their relationship with the lord
6. To visit or arrange for appropriate follow through with inactive members
7. To perform duties of teaching elder. For example: Baptism, Communion, Marriage, and Funeral Services
8. Provide for effective communication throughout the congregation

C. Administrative

1. Supervise the church staff and insure coordination of church activities
2. Participate in staff job reviews, bi-weekly communication meetings, and hiring of staff
3. Serve as a resource person to all Session Committees and the Board of Deacons in their program planning and activities implementation. Schedule monthly session meetings and sends monthly meeting minutes to session
4. Plan and lead the annual Church Session retreat
5. Ensure that congregational goals are set and that past activities are reviewed and evaluated in conjunction with the appropriate board or committee
6. Demonstrate leadership in dealing with church finances, showing good stewardship of what is entrusted to them
7. Moderate at Session and congregational meetings

D. Other Responsibilities

1. Help mend relationships between church members and bring the church unity
2. Work with the session to discern the future direction of the church and define goals to move toward that direction
3. Continue in personal, spiritual, intellectual, and administrative growth
4. Participate in local ecumenical and community activities, including but not limited to community meals
5. Participate regularly in Presbytery and occasionally in Synod and General Assembly

General

The above responsibilities are to be fulfilled based on a 40-hour work week. Crisis situations and emergencies may demand additional hours, and the Pastor is authorized to adjust the schedule accordingly.

The Pastor is encouraged to participate in church related activities and organizations, as well as attend committee meetings. Considering the time constraints of this position, it is obvious that participation in all activities is not possible.

Relationships

The Transitional Pastor will be an ex-officio member of all church committees, including the Committee on Nominations, and will work closely with the Session. The Transitional Pastor will be a member of the Presbytery and will be expected to participate in the life and work of that body.

Evaluation

There will be a review and evaluation conducted by the Session quarterly.

Term

The Transitional Pastor shall be invited to serve for a period of one year, with the option of extension at the request of the Session and with the approval of the Presbytery through the Committee on Ministry. The Transitional Pastor contract shall be terminated upon the effective date of the call of a new Pastor, and may be terminated by either the Session or the Transitional Pastor with thirty days written notice.

Attachment 1: Transitional Ministry Tasks

The Transitional Pastor brings skills and perspectives to help a congregation work through all of these tasks in creative and positive ways. The Transitional Pastor is not solely responsible for the accomplishment of any of these tasks, but rather works as a partner with a congregation throughout the process. Therefore, the congregation's commitment to engage in this process is essential to its effectiveness.

The transitional pastorate provides both the time and the focus by which a congregation can strengthen its ministries, rediscover and renew its goals and resources, and prepare positively for a new pastor. In a well-led transitional period, the process of self-study, search, and call can occur in a climate of honesty, healing, dreaming, building, and celebrating as the Body of Christ. The church finds that far from being "on hold" during this period, it is directly and creatively engaged with the most essential issues of its common life. Freed from a sense of panic or crisis, the transitional period can be a time of surprising renewal and growth.

Transitional ministry tasks include:

1. Preparing for New Leadership

During the search process, two significant tasks are going on simultaneously: the Search Committee (PNC), on behalf of the congregation, is fulfilling the necessary concrete steps in the process of finding a new pastor; and the congregation as a whole needs to be readying itself psychologically and spiritually to enter into partnership with a new leader. This task is to strengthen the church's capacity to be a growing, changing, forward looking body.

2. Discovering a Re-formed/Re-imagined Identity

Often congregations have a strong self-image, positive or negative, which may or may not truthfully reflect present realities. As the search for a new pastor proceeds, it is essential that both the Search Committee (PNC) and the congregation have a clear sense of the church's identity, recognizing both strengths and needs. This task, therefore, calls for a careful self-assessment by a congregation, so that it can envision more clearly what it wishes to become.

3. Strengthening Patterns of Lay Leadership

Congregations in a transitional time often experience shifts in power or leadership among the laity, depending upon the relationships of individuals to the former pastor. This is also a time for considering whether, as a whole, patterns of lay involvement in the church are healthy or unhealthy, empowering or disempowering for most of the congregation. This task is to see that lay leadership develops in positive and creative ways for the good of the whole church.