

Interested candidates, please email your PIF to Sharon Nolte, personnel@oakgrv.org, phone 952-888-4621.

OAK GROVE PRESBYTERIAN CHURCH
HALF-TIME INTERIM ASSOCIATE PASTOR POSITION DESCRIPTION

Reports to: Head of Staff

Status: Part-time

Date: February 10, 2010

Direct Reports: Designated by HOS

Approved by: Personnel Committee

JOB SUMMARY:

To provide spiritual, pastoral, educational and administrative leadership to the congregation. Works closely with Head of Staff. Attends staff meetings and Session meetings. Responds to requests of Session and various committees for information and assistance and reporting on areas of leadership and responsibility.

ESSENTIAL FUNCTIONS:

WORSHIP (25 % of time)

- Assist Pastor/Head of Staff in Worship, leadership, and share in the administration of the Sacraments.
- Preach approximately once every six weeks and other times as assigned or requested.
- Officiate at weddings, funerals, memorial services as assigned or requested.

EDUCATION (20% of time)

- Be the lead teacher for the confirmation class
- Possibly facilitate short-term adult education classes

PASTORAL CARE (35% of time)

- Participate in counseling, calling and making pastoral visits on a regular basis to members in hospitals, nursing homes, to those who are shut-ins, and to those in special circumstances that may require visitation.
- Respond to crisis and emergency care needs as assigned or requested.
- Counsel parents for baptism, couples for marriage and families for funerals as requested.

SESSION COMMITTEES (15% of time)

- Provide pastoral leadership and support to several session committees. Assignments to be worked out with the HOS based on the Interim Associate Pastor's gifts and interests.

DEMONINATIONAL AND ECUMENICAL (5% of time)

- Be an active participant in the governing bodies of the church
- Encourage involvement of members in the connectional church

MINIMUM QUALIFICATIONS:

- Ordained to the Christian ministry and currently a minister of word and sacrament in the PC (USA).
- Preaching experience and skill.
- Relates and Cares for people of all ages

- Has resources and experience working with confirmation program
- Experience as a team leader
- Pastoral counseling resources
- Ability to maintain confidentiality.

GENERAL: The above responsibilities are to be fulfilled based on a 24-hour work week.

WORKING CONDITIONS:

General office environment sitting at desk, in front of a computer for long period of time.

TERM: The Interim Associate 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 Interim Associate Pastor contract shall be terminated upon the effective date of the call of a new Associate Pastor, and may be terminated by either the Session or the Interim Associate Pastor with thirty days written notice.

{ Attach the terms of contract }

Approved by Session on ____February 10, 2010_____

Marsha Babcock

Clerk of Session

Interim Associate Pastor

Chair, Committee on Ministry

Terms: Salary/housing Minimum \$26,000 plus benefits of 31.5% or \$34,190 with no benefits

Costs associated with having a pastor

Continuing education \$600/year

Professional Expenses: \$50/mo

Auto Allowance: Vouchered at IRS rate, up to \$600/year

