**FIRST PRESBYTERIAN CHURCH OF HOLLYWOOD**

**TRANSITIONAL PASTOR JOB DESCRIPTION**

**Position:** Transitional Pastor

**Employment Status:** Full-Time

**Duration of Call:** Twelve (12) Month Initial Term, Renewable

**Compensation Method:** Salary, plus Board of Pension payments

**Purpose:**

The Transitional Pastor is to (i) lead the congregation in worship, (ii) promote and maintain a healthy congregational life within FPCH, (iii) provide continuity of leadership through session and the setting of ministry priorities, and (iv) prepare the congregation for the arrival of its next head of staff.

**The Transitional Pastor will:**

* + Obtain or maintain membership of the Presbytery of the Pacific
  + Serve as Moderator of Session and congregational meetings
  + Serve as Head of Staff, with multiple direct reports
  + Train new members and leadership about Presbyterian system and polity, and assist all leaders in developing leadership strengths
  + Maintain FPCH’s ties to the Presbytery of the Pacific, Synod and General Assembly

**The Transitional Pastor shall:**

1. Lead in Worship:

* + Be the primary liturgist and preacher as needed
  + Officiate at weddings and funerals as needed
  + Coordinate with the Director of Music and Worship Coordinator regarding worship and music for services

2. Lead in Christian Education:

* + Act as a resource for staff in Christian Education
  + Mentor leaders and teachers for this program ministry
  + Assist with leader development, i.e., officer and teacher training
  + From time to time, be available to teach courses as coordinated with the Christian Education Committee

3. Lead in Pastoral Care and Congregational Life:

* + Lead and coordinate with the Pastoral Care Committee for visits to the sick, shut-ins, and others desiring pastoral care
  + Be accessible to and provide a confidential presence to those desiring pastoral counseling
  + Participate in Congregational Life events
  + Assist the congregation with issues related to transition

4. Lead in Administration:

* + Serve as Head of Staff, with multiple direct reports
  + Work with session committees to assist them in carrying out their tasks
  + Liaise with Personnel, Stewardship and Finance, and Facilities committees to ensure smooth continuity of church business functions
  + Work with church staff to coordinate and implement church policies and decisions
  + Work with church staff and leaders to provide for clear and adequate communication within the congregation and between the congregation and the denomination
  + Work with church staff to provide a unified, harmonious program and assist in congregational communication through publications (bulletins, newsletters, correspondence, minutes of meetings) and through personal contacts
  + Perform other administrative duties in co-ordination with Session