



February 16, 2021

Job Description for Interim Pastor and Head of Staff

Second Presbyterian Church

Founded in 1803, Second Presbyterian has a proud history and an exciting future. Our Congregation of 400 active members is a diverse group of believers. We are made up of varied racial and ethnic groups, ages, abilities, and spiritual gifts. We come from many geographical areas. We hold diverse theological positions in the Reformed tradition.

We have robust educational programs for children, youth, and adults. Our Stephen Ministers and Deacons share a passion for bringing Christ's love and care to people during a time in need. Second connects Christ and community through hands-on mission projects locally and occasionally internationally to address hunger, homelessness, healthcare, unemployment, education, disaster relief and more. We have a vibrant music program and host Community Concerts at Second.

Second has strong lay leadership, led by The Session, Board of Trustees, and Board of Deacons, as well as active Councils and Committees. Second's excellent full-time staff includes an Associate Pastor, Pastoral Assistant, Minister of Music, Office Administrator, and Church Ministry Coordinator.

Summary

The Consulting Pastor will work together with the Congregation, the Associate Pastor, and administrative staff to:

- Provide for the spiritual growth and the ongoing mission and work of the church.
- Prepare the congregation to receive a new installed pastor, using the interim time to assess the future journey of the congregation, to focus on what might need to be changed, and to lead and support the congregation in fulfilling the interim period developmental tasks and goals.
- Facilitate open sharing of information with the congregation.

This is a full-time position, reporting to Session.



Responsibilities

The Consulting Pastor will:

- Provide regular preaching and worship leadership on Sunday mornings and at special services such as Thanksgiving, Maundy Thursday, and Christmas Eve, taking appropriate time for study and preparation.
- Officiate at weddings and funerals and administer the sacraments as agreed upon with the session.
- Provide continuing pastoral care for church members and friends, including hospital and home visitation in crises; will visit prospective members; provide crisis care to outsiders as feasible; and be available for short-term personal counseling.
- Serve as Head of Staff, supervising church employees; plan for and moderate session and congregational meetings; and provide, with the session and the trustees, organizational oversight for the work of the church.
- Work collegially with session committees and councils in program planning, and actively participate in the Presbytery of Baltimore.
- Participate in existing Bible study groups, Mission activities, Sunday School and Youth group activities.
- Lead the session and the congregation in working on the generally recognized interim period developmental tasks, including: coming to terms with history; assessing the church's present and future identity; empowering the church's lay leadership; facilitating links with the denomination; and facilitating a commitment to a new installed pastor.

Requirements:

The successful candidate will:

- Guide difficult conversations with skill, including discussing diverse political views and societal issues.
- Listen to a wide variety of members, learning who we are before trying to guide us.
- Have experience working within systems.



- Relate scripture text to our experience.
- Demonstrate an “Open door” invitation to staff and members.
- Communicate well beyond texts and emails.
- Possess excellent written and verbal communication skills.
- Guide and support staff.
- Lead, communicate, and build strong relationships in large, small group, and one-on-one meetings.
- Succeed in both in-person and virtual environments.