



First Presbyterian Church of Forest Hills

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Interim Pastor Job Description

The First Presbyterian Church of Forest Hills is seeking a full-time interim pastor to exercise pastoral, administrative, and representational leadership, and to serve the needs of the church as identified below, which may be redefined as needed.

Our transitional pastor will be responsible for attending to the basic needs of the First Presbyterian Church of Forest Hills. This includes growing the congregation (both in spirit and numbers), helping us improve as a congregation in our giving of time, talent and treasures, assisting in innovative fund development, strengthening shared leadership, nurturing youth and youth leaders, and leading us in our mission work, as well as outreach to the Forest Hills community.

Specifically, the pastoral care of our congregation will be a major part of our transitional minister's job. Above all this entails getting to know, love and care for each member of the congregation. It also includes visits to homes and/or hospitals, being available for individual or family counseling, and supporting our Share the Care ministry that engages a significant part of our church family in coordinated care and prayer.

Our pastor will oversee the church office and manage our administrative needs. He or she will lead weekly Bible study, train the church officers, and moderate the Session. He or she will actively participate in the meetings, duties and ministry of the Presbytery. The pastor will also cooperate and partner with local churches and synagogues in Ecumenical efforts. He or she will oversee our youth group and lead at least one church retreat each year.

We seek a pastor who is outgoing, compassionate, joyful, supportive, energetic, and ready to get to know and embrace a multi-cultural congregation. We seek a dynamic preacher and seasoned Session moderator who is steeped in and committed to the teachings of the Lord. Our church must be led first and foremost by our Lord Jesus Christ.

The position requires flexibility in working hours, including evenings and weekends.

Responsibilities

- Moderate the Session
- Sit in on Deacons meetings, to advise and support their work and also help link and coordinate communications, timelines, and activities with the Session
- Serve as Chief of Staff of the church's administration/office
- Visit our homebound and sick
- Officiate weddings, funerals, baptisms, and other functions
- Lead a new member class and actively work to encourage and enlist new members
- Lead worship (including Bible study) and preach on Sundays
- Moderate congregational meetings and oversee the publication of the annual report

- Represent the church in outside meetings (with Presbytery and local congregations)
- Support the youth leaders in their work with the youth group
- Engage and support the interfaith community in Forest Hills
- Preach Spirit-filled sermons that will ignite the Holy Spirit in the congregation

In addition to the above responsibilities needed to continue and grow the work of the church, the interim pastor will help the congregation complete the *Five Developmental Tasks of Interim Ministry*. As spelled out by Loren Mead in a monograph entitled *The Developmental Tasks of the Congregation in Search of a Pastor*, and then elaborated on in his book *Critical Moment of Ministry: A Change of Pastors*, the major agenda of an interim ministry period centers on five developmental tasks:

1. **Coming to Terms with History:** It is important for congregations to know their history so that they can appreciate their heritage and, at the same time, be aware of the issues and concerns that need to be resolved to move freely into the future.
2. **Discovering a New Identity:** Identity is the task of understanding "who we are now in our present context and what it is we understand God is calling us to be." It is the task of developing the vision to which a congregation is being called.
3. **Shifts of Power/Leadership Changes:** In most congregations, over a period of time, the leadership begins to take on much of the style and values of the previous pastor. When that pastor leaves, there is often a time when persons who have been in leadership rethink their commitment and determine whether or not they want to continue in leadership positions. Other persons often find the interim time an opportunity to take leadership roles. This is an opportune time to empower those who are out of power and to welcome leadership gifts from all parts of the congregation.
4. **Rethinking Denominational Linkages:** Congregations often are not aware of the support and resources they receive from their middle judicatory and national denominational structures. That relationship is normally more visible while the structures of the church beyond the congregation are engaged in working with the congregation in moving through the interim period, and seeking the right pastor to call. The transition time helps raise the awareness of a congregation to its denominational heritage, ministries and resources.
5. **Commitment to New Leadership and to a New Future.** When a congregation has developed a shared vision of its future and has sought to call a pastor to help lead it in moving into that future, there will probably be a new commitment both to that new leader and to that new future.