



CLAREMONT PRESBYTERIAN CHURCH

Job Title: Interim Pastor

Classification: Interim, full or part-time, exempt

Basic Function

To provide guidance, spiritual leadership, administrative oversight, and organizational direction for the church as we assess our identity and staffing needs in relation to the congregation for the employment of a new full-time pastor.

The position of the Interim Pastor is to minister the Word and Sacrament to members, friends, and visitors of the Claremont Presbyterian Church. Additionally, the incumbent will serve as head of staff, providing supervision and personnel management of the staff.

Representative Duties

- Provide regular worship, including frequent preaching, administration of the Sacraments, and memorial services.
- Articulate and interpret the gospel in relation to social justice issues and enable local and global mission work. Name God's presence among us, articulate the Spirit's invitation to faith, community, joy and rest.
- Moderate the session, provide spiritual care and nurture of elders.
- Provide administrative leadership including supervising and evaluating the staff.
- Provide financial leadership including the administration of the operating budget as well as insuring management of long-term fiscal matters.
- Provide church governance with standing commissions/committees, task forces. Pray for, support and encourage the faith of leaders. Priority would be Worship & Music, Personnel, Property and Finance and the Mission Study Leadership Team. Visit others, as needed.
- Train, nurture and listen to leadership in the church.
- Oversee home and hospital visitation, as well as other pastoral care duties. Oversee the Congregational Care Coordinator.
- Oversee an active children and adult Christian education program. The Interim Associate Pastor has direct responsibility for supervision of the Children's Center.
- Teach upon occasion-weekly education classes, both children and adult, new member classes, confirmands and Bible Study.
- Oversee ecumenical and interfaith activities including the annual Temple Exchange, the relationship with Emmanuel Hispanic Presbyterian Church and GPIB. E
- Participate in San Gabriel Presbytery.
- Perform related duties as reasonably assigned by the session.

Accountability

The Interim Pastor is accountable to the Session and to San Gabriel Presbytery through the Committee on Ministry and the session through the chair of the Personnel Committee. The Interim Pastor will be a minister member of San Gabriel Presbytery.

*Note: Skills or duties denoted with 'E' are essential skills or duties
Revised November 18, 2024*



Relationships

An open and collegial relationship with the staff members, congregational leadership, the congregation and larger community is expected.

Minimum Qualifications:

Three years of pastoral experience
Master of Divinity required
Ordained PCUSA Pastor
Approved PCUSA Interim Ministry Training (Preferred)

Knowledge and Abilities

Knowledge of:

- Presbyterian theology and polity
- Group dynamics and leadership
- Working with and within diverse community groups
- Supervision of employees and volunteers
- Spiritual formation
- Leading worship

Ability to:

- Ability to relate to and work cooperatively with the many groups on our campus and in our wider community. E
- Ability to work with and supervise volunteers. E
- Ability to maintain connections and networks between the congregation and the various, diverse, community groups. E
- Ability to foster and mentor the faith journeys of youth confirmands and those seeking church membership. E
- Ability to supervise a childcare or similar program. E
- Ability to assist in leading worship and preach the word as needed. E

Education and Experience:

Ordination in the PCUSA required.
Prior experience in the stated abilities required.
Completion of master's level graduate work in theology required. Additional graduate work desirable

Working Conditions:

Work will take place largely indoors in various church facilities, but frequent outdoor activities are included. The incumbent may encounter individuals who are in emotional or spiritual crisis. The incumbent may encounter individuals who cannot disagree without anger.

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Revised November 18, 2024*