

## **Transitional Pastor/Head of Staff**

**Title:** Transitional Pastor/Head of Staff

**Purpose:** To provide a ministry of preaching, worship leadership, pastoral care, administrative oversight, and organizational leadership for the congregation of The New York Avenue Presbyterian Church in Washington DC during the transitional period between called pastors. The Pastor will use developed interim specialist skills to assess the congregation's current and long-term needs, lead and support the congregation through an appropriate mission study/visioning process, and provide inspiring counsel and leadership to help the church prepare for their ongoing ministry after the transitional period. The Pastor will help prepare the congregation for new pastoral leadership.

**Accountability:** Accountable to the National Capital Presbytery and to the Session of The New York Avenue Presbyterian Church in Washington DC

### **Desired Qualifications:**

- Graduate of an Association of Theological Schools (ATS) recognized seminary or divinity school
- A Teaching Elder member of the Presbyterian Church (U.S.A.) in good standing
- Experience in a medium to large-sized Presbyterian church working with a diverse staff. Experience in an urban and theologically progressive setting.
- Inspiring, thought provoking, and challenging preaching, regularly bringing depth of theological insight for a highly educated and a congregation with many different life experiences.
- Excellent interpersonal communication skills including in public speaking, teaching and pastoral care.
- Depth of personal experience with spiritual practices.
- Experience as head of staff or equivalent.
- Preferred experience as an Interim Pastor.

### **Responsibilities:**

- **The Ministry of Word and Sacrament including Prophetic Preaching:** Plan and lead in worship; Preach excellent biblically based sermons bringing the Word to bear on contemporary life. Provide prophetic theological insight to worship; Administer the sacraments of Baptism and Holy Communion; Develop lay leadership in the worship service; Work with other professional staff personnel (Associate Pastor/ Deputy Head of Staff and Minister of Music) and lay leaders insofar as they are involved with the worship life of the congregation.
- **Pastoral Care:** Provide pastoral care to persons in crisis situations (illness; death; and personal, marital or family problems; etc.). Provide short-term pastoral counseling, such as pre-marital counseling and grief counseling. Officiate at weddings and funerals.
- **Stewardship and Finance:** The Transitional pastor will support and enhance the stewardship and fund-raising campaigns of the congregation. The Transitional pastor will

work with the church to meet challenges with increasing needs for mission expenses, staff salaries, deferred maintenance, and building renovations.

- **Strategic Support:** Guide the congregation in a discernment process to review their mission and vision considering their current situation, surroundings, and trends within their unique setting. By using appropriate tools and methods the Transitional Pastor will assist the congregation in identifying the leadership characteristics desired for the next stage of congregational life.
- **Assist the Congregation in the Transitional Tasks of:**
  - a. celebrating the church's history
  - b. strengthening and continuing ties with presbytery, synod and GA
  - c. leading the church to a renewed vision for their future
  - d. providing for smooth transition of congregational leadership
  - e. preparing for the welcoming of the new pastor
- **Assessment of Staffing Structure:** The Transitional pastor will work with Session, the church staff, committee leaders and others as appropriate to assess the current staffing model and recommend a revised staffing model, if desirable, to optimize staffing needs moving forward.
- **Head of Staff:** Along with Deputy Head of Staff/ Associate Pastor provide leadership and supervision for the church staff including paid and volunteer personnel. Work in a collegial relationship with the Associate Pastor/ Deputy Head of Staff, especially in the areas of ministry of Word and Sacraments, and Pastoral Care matters. We are seeking someone who is flexible working with church staff and church boards.
- **Session and Deacons:** Moderate the Session at times shared with the Associate Pastor/ Deputy Head of Staff, providing leadership and guidance, encouraging church officers in their spiritual growth and leadership in the congregation to enable vitality in worship and fellowship, ministry and mission. Work with the members of Session in fulfilling their duties of leadership and oversight of the activities of the congregation; financial stewardship; and the maintenance of the buildings and grounds. Relate to Session Committees including Worship and Music, Evangelism, Adult Education, Stewardship, and Financial committees. Support the work of the Deacons and the care-visitation needs of the Diaconal Ministers.
- **Education:** Organize and participate in new member orientation classes; lead Elder/Deacon orientation; staff Adult Education committee; staff McClendon Scholar in Residence Program.
- **Outreach Mission:** Support and communicate (in public life and in preaching) the outreach ministries of the church as needed.

- **Judicatories:** Participate and serve as called upon or required in Presbytery, Synod, and General Assembly meetings and/or committees.

**Compensation and Other Benefits:** Compensation, including salary, housing, and benefits, will be offered in a manner consistent with Presbytery compensation guidelines.

**Relationships:** Relates to: Session as Moderator and the Board of Deacons as Pastor, and to committees and boards as a resource; staff as Head of Staff; congregation as Pastor; and National Capital Presbytery as a member.

**Evaluation:** A performance/compensation review will be conducted by the Session Personnel Committee annually with a report and recommendations being made to the Stewardship Committee and the Session.

**Contact information:** Interested applicants can email the Transitional Search Committee at [pastorsearch@nyapc.org](mailto:pastorsearch@nyapc.org) or call the church and leave a message for Brian Schimming (Ruling Elder) at 202-393-3700 for further information.