

JOB DESCRIPTION FOR CIC, P's TRANSITIONAL PASTOR

Duties and Responsibilities

The Transitional Pastor is responsible for leading the worship life at Community in Christ, Presbyterian, by coordinating Sunday morning worship and special services, and guiding the spiritual growth, discipleship, and outreach service of its congregation.

The Transitional Pastor will lead the congregation through the developmental tasks of the Transition as required by Salem Presbytery's Commission on Ministry. This includes guidance and input in: developing the church's Mission Study and strategic envisioning, facilitating conflict resolution, assisting with congregational self-reflection, and forming a Pastoral Nominating Committee.

He/she is responsible for the supervision of church staff including the Office Administrator, Music Director, the Directors of Children's and Youth ministries, the Treasurer, and the Preschool Director.

Generally, we expect our Transitional Pastor to be aware of the work of the programs and ministries of the church's Community structure (i.e. Community Life, Community Outreach, and Community Stewardship), and assist the Session in developing the overall vision, mission statement, and long-range plan for Community in Christ, Presbyterian.

Chosen by Session, the Transitional Pastor will serve according to the terms of his/her contract. The Salem Presbytery of PCUSA establishes and oversees this relationship in coordination with the Session of Community in Christ, Presbyterian.

Specific Responsibilities

The following is a list of duties for which the position will be primarily responsible in order for the church to operate effectively.

1. Worship Preparation and Leadership

- Communicate with the Music Director and Children's Ministry Director to plan and lead meaningful biblically-based worship and preaching
- Work with the Office Administrator and Tech Deacon to plan for Sunday bulletins, slide presentations, and zoom/streaming service formats
- Provide bi-monthly leadership of the CIC Preschool Program's morning chapel service
- Provide or guide laity training for pastoral care (home/hospital visitations)
- Provide pastoral visitations at end-of-life situations when possible
- Coordinate and officiate Celebrations of Life according to CIC's *Policy & Procedure Guide for Funerals & Memorial Services*
- Officiate Weddings – when asked

- Alternate Adult Second Hour with Presbyterian Youth Fellowship (PYF) at 11:00 on Sundays
 - Optional: lead/participate in Wednesday's 11:00 *Lectio Divino* online scripture study of the lectionary's upcoming Sunday scripture (1 hour on zoom)
 - Attend Worship Committee planning meetings (usually by zoom)
2. Administration (staff)
 - Lead weekly meetings with CIC staff and CIC's Preschool director/staff
 - Help create a process for conducting annual job performance reviews for program staff members
 3. Administration (structural)
 - Coordinate with the Session Clerk and Office Administrator to create the monthly Session meeting packet
 - Moderate Session meetings (third Sundays, usually 6:00 but time is negotiable)
 - Provide resources or help with mediating internal church conflict
 - Attend monthly meetings (in person or by zoom) of Community Life (the 1st Monday of each month) and Communities Outreach and Stewardship (the 2nd Monday of each month) and be a resource for consultation, input, and advice
 - Assist Community Stewardship with planning and running annual stewardship campaign
 4. Missions –
 - Be a consulting resource for youth mission endeavors
 - Work with the Outreach Community to advise and support plans for local, national, and international mission projects

Accountability

The Transitional Pastor is directly accountable to the Session of Community in Christ, Presbyterian, Greensboro, NC. The Transitional Pastor will participate in an annual performance and terms of call review as negotiated in the contract.

Vacation and Study Leave

The Transitional Pastor is entitled to four weeks of vacation and two weeks of study leave during each year of service employment.

*Submitted to Salem Presbytery COM connector by CIC, P's Transition Team on 3-29-26
Approved by COM Transitions in Ministry Task Force on 4-2-26*

