

## **First Presbyterian Church**

**Ocala, Florida**

### **Job Description for Transitional Pastor**

First Presbyterian Church of Ocala, Florida, a beautiful, historic downtown church, is seeking a Transitional Pastor, Head of Staff to lead our session and congregation of approximately 500 members as we search for our next Pastor Head of Staff.

#### **Vision Statement**

To spread the gospel of Jesus Christ to our community and the world

#### **Mission Statement**

To be an inclusive downtown community of faith that seeks to embrace everyone in growing spirituality

#### **Purpose:**

To give spiritual, pastoral, educational and administrative leadership to the congregation during the interim between Installed Pastors by assisting the congregation with the tasks described below.

#### **Accountability:**

The Transitional Pastor is accountable to the congregation through the Session for the fulfillment of the responsibilities of the position description and to the Presbytery through the Call Commission.

#### **Responsibilities:**

##### **A. Transitional Ministry Tasks**

The Transitional Pastor will assist the congregation and staff with the following tasks:

1. Coming to terms with our history
2. Discovering a Re-formed/Re-imagined identity. We are currently working on this with Pinnacle Leadership Associates.
3. Strengthening patterns of ruling elder and deacon leadership
4. Strengthening denominational ties
5. Preparing for new leadership

##### **B. Pastoral and Educational Tasks (With the help of our Interim Associate Pastor or Parish Associate)**

1. Be an effective preacher and worship leader.
2. Visit hospitalized and shut-in congregation members, members in crisis situations and prospective members.
3. Teach Church classes to include Confirmation Class, New Member Class, New Officer Training.

4. Oversee annual training of elders and deacons after election and before they are installed, as required by the Book of Order.
5. Counsel couples contemplating marriage and provide other short-term counseling and referrals to appropriate long-term counseling.
6. Visit or arrange for appropriate follow through with inactive members.
7. Perform duties of teaching elder to include Baptism, Communion, Marriage and Funeral services.
8. Provide for effective communication throughout the congregation and employ video technology to good effect as a tool of worship, mission and pastoral care.

**C. Administrative**

1. Supervise the church staff, enhance teamwork and ensure coordination of church activities.
2. Participate in staff job reviews in coordination with the Personnel Sub-committee.
3. Serve as a resource person to all Session Committees and the Board of Deacons in their program planning and activities implementation.
4. Ensure that congregational goals are set and that past activities are reviewed and evaluated in conjunction with the appropriate board or committee.
5. Moderate at Session and congregational meetings.

**D. Other Responsibilities**

1. Continue in personal, spiritual, intellectual and administrative growth.
2. Participate in local ecumenical and community activities.
3. Participate in presbytery meetings and events and on committees as time permits.
4. Work with the session to discern the future direction of the church and define goals to move toward that direction.

**E. General**

1. The above responsibilities are to be fulfilled based on a 40-hour work week. Crisis situations and emergencies may demand additional hours and the Pastor is authorized to adjust the schedule accordingly.
2. The Pastor is encouraged to participate in church related activities and organizations as well as attend committee meetings. Time constraints may not allow attendance at all activities.

**Relationships:** The Transitional Pastor will be an ex-officio member of all church committees, including the Nominating Committee, and will work closely with the Session. The Transitional Pastor will be a member of the Presbytery and will be expected to participate in the life and work of that body.

**Evaluation:** Twice yearly, there will be a conversation between session and transitional pastor as to how the relationship is progressing from the perspective of each.

**Term and Contract:** The contract between the Transition Pastor and the session will be based on the form used by the Presbytery of St. Augustine and will be for an initial one-year term, with leave time and notice periods for termination or renewal as completed in the form.

**How to apply:** Contact the chair of the First Presbyterian Church of Ocala Transitional Pastor Search Committee: [dslonedvm@aol.com](mailto:dslonedvm@aol.com).

Chair of the Transitional Pastor Search Committee

Donnie Slone  
FPC-Ocala  
511 SE Third Street  
Ocala, Florida 34471