

Orange Park (FL) Presbyterian Church

Transitional Pastor Position

Orange Park Presbyterian Church (OPPC) is in Orange Park Florida, a suburban area near Jacksonville. We are seeking the full-time Transitional Pastor whom God is calling to serve as head of staff and worship leader while OPPC prepares for and searches for a new full-time Pastor. The Transitional Pastor should be prepared to begin a full-time position on January 8, 2023.

This Is Us

We are a congregation largely composed of active retirees whose pastor has taken a new call to be closer to family. With a long history of community missions, OPPC is known in the Orange Park community for working collaboratively with like-minded organizations to meet the needs of our community and region. We are a congregation committed to authentic worship. We are flexible and accepting of different styles and aspects of worship and not constrained by traditional practices. We place high value on music as an important component of worship.

We have a strong commitment to expanding our understanding of God's Word and how we can apply and follow God's teachings in our lives. Most of our members are engaged in enhancing their discipleship through a variety of learning opportunities including life groups, women's circles, traditional Sunday School classes, fellowship and Bible study at local restaurants and frequent special topic classes during Lent and Advent.

Our members and staff feel loved and supported at OPPC. In addition to having elected Deacons who care for our congregation, we have an active prayer ministry, periodically offer grief support classes and groups, and have a long history of financially/emotionally/spiritually caring for those among us in crises.

OPPC membership has been decreasing and is now about 130 members on the rolls. We seek to wisely use our resources, including our physical buildings, in ministry and service with/to the community. We have a popular pre-school and many community groups have made our campus their meeting location. We are supported by four part-time staff members: pianist/organist, music/choir director, administrative assistant, and financial administrator. A part-time praise music director recently resigned, and at this time we have no plans to fill that position.

Who We Seek

We are seeking a transitional pastor who has successfully completed training as an interim presbyterian Teaching Elder. We encourage all who feel the call to this position to apply. Our preference is candidates with at least two years' experience as an interim with at least two different congregations. In addition to leading worship, administering sacraments, and moderating session meetings, the transitional pastor would lead the congregation and staff with a focus on the following tasks:

- Assist the lay leaders and congregation in their effort to find a new full-time pastor.
- Plan and lead strategic discussions with session to understand and build on our history to determine how God is calling us to serve in the years ahead.
- Enhance teamwork, leadership, collaboration and integration among staff and lay leaders.
- Assess and, as appropriate, guide redesign of our organizational structure to assign and clarify responsibilities.

About the Position

Key pastoral duties

- Prepare and lead worship on Sunday mornings and other special services, delivering God's word through sermons that inspire, educate, and motivate the congregation.
- Visit congregants who are ill in hospital or at home, visit members in crisis situations, interview and visit prospective members.
- Teach or facilitate adult classes when appropriate. Conduct new member classes as needed. Conduct session training as needed.
- Counsel couples contemplating marriage, members in life crises and visitors seeking pastoral care when appropriate; gain understanding of community resources for referrals as needed.
- Visit with inactive members as needed and if requested by the session.
- Perform the duties as a Minister of Word and Sacrament as delineated in the Book of Order.

Key administrative duties

- Supervise church staff, enhance teamwork, and ensure coordination of church activities.
- Provide for effective communication throughout the congregation and employ video technology as a tool of worship, mission, and pastoral care where appropriate.
- Participate in staff job reviews in conjunction with appropriate lay leaders.
- Serve as a resource to all session committees and Board of Deacons in their program planning and implementation of plans.
- Plan session meetings and moderate monthly stated meetings as well as called meetings for specific topics. Moderate congregational meetings as needed.
- Continue relationship with our associated preschool, providing pastoral support as needed.
- Serve as liaison with external groups and organizations using or desiring to use facilities on campus.
- Attend meetings of Presbytery of St. Augustine along with our elected commissioners to represent OPPC.

General expectations

- The above responsibilities are to be fulfilled based on a 40-hour work week. Crisis situations and emergencies may demand additional hours. The Transitional Pastor is authorized to adjust his/her schedule accordingly.
- Candidates should be technology savvy, comfortable using technologies such as livestreaming videography, Zoom, and web-based communication tools.
- It is obvious that the Transitional Pastor cannot participate in all church related activities, but he/she is encouraged to participate in church related activities and visit periodically with groups; for

example, small group Bible studies on campus; church lunches/dinners; committee meetings; and other activities of the church. Key groups such as Scouts also should be visited.

- The Transitional Pastor will be an ex-officio member of all church committees and will work closely with the session.
- The Transitional Pastor shall be invited to serve for a period of one-year with the option of extension at the request of session and approval of the Presbytery. The Transitional Pastor contract shall be terminated upon the effective date of the call of a new Pastor and may be terminated by either OPPC or the Transitional Pastor with thirty days' notice.

Compensation

Total effective salary (personal compensation) to be paid ranges from \$55,000 to \$60,000, commensurate with experience. In addition to standard benefits, 4 weeks of vacation and 2 weeks for continuous education/study will be granted per year. Total compensation package estimated to range between \$80,000 and \$90,000.