

## Transitional Pastor Job Description

St. Giles Presbyterian Church is seeking a Part-Time Transitional Pastor. The incumbent Transitional Pastor is expected to serve in the following capacity:

The pastor will

- Maintain 25 hours / week;
- Lead worship and preach two to three times during the month and preside over the Lord's Supper (open to negotiation);
- Officiate at baptisms, weddings and funerals when requested;
- Serve as moderator of the Session and Congregational meetings with assistance from the Clerk of Session;
- Serve as head of staff and oversee the administration of the church  
Coordinate with Parrish Associate to insure office coverage, for three days per week in the office;
- Provide pastoral care to members as needed or requested, not all pastoral care activities require visits, but we expect our pastoral staff would visit in hospital/nursing home/hospice, proactive calling;
- Work with church administrative assistant on worship bulletins for all services, newsletters, or email blasts;
- Attending committee meetings as required (e.g., Finance, Personnel, Worship), most committee meetings have a remote attendance component, via Zoom;
- Support training of newly elected officers with assistance from Clerk of Session and tenured elders.