

## **Position Description**

### **Interim Pastor – Preaching and Pastoral Care**

#### **Community Christian Reformed Church, Kitchener, ON**

**Purpose:** The Interim Pastor – Preaching and Pastoral Care is responsible to take the lead in the ministry of the Word, the Sacraments, and Pastoral Care at CCRC, in collaboration with the pastoral team.

**Qualifications:** The position calls for an ordained pastor in the CRCNA (or candidate for ministry in the CRCNA) with skills in leading, teaching, implementing, organizing, encouraging and administration. The ideal candidate will have 3-5 years of experience in a ministry setting. He/She must have the ability and desire to work as part of a pastoral team. He/She must have the ability to relate to people of all ages, be an active listener, have above average verbal and written communication skills, and a willingness to use technology as available. He/She must be able to work daily without supervision.

**Mandate:** The interim pastor be the pastor responsible to ensure the primary responsibilities are completed in coordination with other staff and to assist other pastoral staff to fulfill their mandates. Ministry goals and objectives are expected to be a part of this collaboration.

### **Primary Responsibilities:**

**Preaching and Worship:** The interim pastor will be the primary, but not sole, preaching pastor and is responsible to ensure that the preparation of service themes and special services, preaching schedule, and the administration of the sacraments are completed. He/She may also be required to conduct special ceremonies such as weddings, funerals, professions of faith and others as needed.

**Administration:** The interim pastor will be responsible for overseeing the Worship Committee and will work directly with and provide supervision and guidance to the worship coordinator. The incumbent will also be responsible for overseeing the Safe Church Team, and shall be responsible for overseeing support resources, currently obtained via the Congregational Assistance Plan (CAP). He/She will act as an advisor to council and other committees/teams as required.

**Pastoral Care:** The interim pastor will be responsible to ensure that pastoral care is provided in conjunction with the Communities model of CCRC and the pastoral team. He/She will ensure, in consultation with other pastoral staff, that visits to members of the congregation who are in need due to physical or mental illness, mourning, loneliness, etc., are occurring. He/She will work in close collaboration with the pastoral team to ensure pastoral care is also happening within the Communities model, and within Faith Formation Ministries. The Communities model at CCRC currently consists of 12 geographical communities; each with a designated Pastoral Elder and a Deacon.

### **Secondary Responsibilities:**

**Faith Formation:** In consultation with other pastoral staff the interim pastor will assist in the completion of the responsibilities under faith formation and may be required to teach various classes, which may include New Member's class, marriage preparation, Catechism or other doctrinal teaching. He/She shall work to support the various ministries of the church including Sunday School, Cadets, GEMS, Youth Ministries, Friendship, Coffee Break, and LAFF as needed.

**Communities and Missions:** In consultation with other pastoral staff the interim pastor will assist in the completion of the responsibilities under communities and missions to assist in engagement of the Communities model at CCRC. He/She may be required to support, organize, and train pastoral elders and deacons in their role within the Communities model, work with community organizations to identify mission and service opportunities for Communities to participate in, and encourage and equip all congregants to connect with each other in various ways.

**Miscellaneous:** Other duties as may be assigned.

**Measurement:** The Interim Pastor – Preaching and Pastoral Care will be reviewed by an evaluation process defined and completed by council.

**Working Relationships:** All Pastors report regularly to council. Regular attendance at council and consistory meetings is expected. The Pastoral team works in partnership together providing guidance to volunteers in the administration of the ministries of the church.

The Worship Coordinator will report directly to the Interim Pastor – Preaching and Pastoral Care.

**Authority:** The Interim Pastor – Preaching and Pastoral Care will operate within the terms of this mandate and will operate within the limits of the budgets approved each year and request approval to spend funds beyond the budget prior to committing the related expenses.

*Written Fall 2019, Revised June 2021 for Interim Position 2021-2022*