

**Interim Pastor Position Description
Potomac Presbyterian Church
Potomac, Maryland**

Title:

Interim Senior Pastor

Availability of Position:

May 1, 2009

Background:

- Located in Potomac, Maryland, a northwest suburb of Washington, DC, Potomac Presbyterian Church's (PPC) membership reflects the demographics of its community, largely professional and well-informed.
- Membership at PPC is approximately 215 families, with 137 pledging units and an average of 140 attendees at a single Sunday traditional worship service. It has an annual operating budget of about \$600,000.
- The current Senior Pastor is retiring after a 24-year, highly effective ministerial relationship with the congregation.
- Church staff includes one full-time Director of Youth and Christian Education; one Director of Music and Organist; Parish Associate; a ¾ time Administrative Assistant; Financial Secretary and Treasurer.
- A 12-person Session (12 ordained Elders) is responsible for leading seven standing committees: Christian Education, Fellowship, Mission, Outreach, Property, Stewardship and Worship. A Clerk of Session supports the administration of the Session meetings and congregational meetings.
- The Board of Deacons is comprised of 13 persons, three of whom are youth members. A Stephen Ministry program has been in place since 2000. Both Deacons and currently commissioned Stephen Ministers are available to support the clergy in providing compassionate congregational care as required.
- A Natural Church Development team has been in place for the past three years to assess the health of the church and to develop strategies to promote the well-being of the church. Their work in advancing "passionate spirituality" is ongoing.
- The 40-year old Colonial style building structure of PPC is sound and adequate to meet the current needs of the congregation and can support future growth. Parking is shared with an adjacent public elementary school. The parking area is ample and, as with the building, can accommodate church growth. PPC has a modest debt service.

Terms of Call:

The initial period of service for this position is 12 months. However, subject to the approval by the Session, Presbytery and the selected candidate, this period may be extended. In accordance with the Book of Order, it is understood by all parties that under no circumstances will the Interim Pastor be eligible for the permanent installed Senior Pastor position.

Qualifications:

- Ordained Minister of the Word and Sacrament, Presbyterian Church USA.
- Advanced interim pastor training with a documented history of success is highly desirable.

Roles and Responsibilities:

1. Provide excellence in biblically based preaching and spiritual leadership for regular Sunday morning service and special services: Ash Wednesday, Maundy Thursday, Good Friday, Easter and Christmas Eve, as required. This includes the Children's Sermon during Sunday service.
2. Officiate at weddings, funerals and administer the sacraments monthly.
3. Provide compassionate pastoral care for church members and friends, to include hospital and home visitation for those in crises. Coordinate with Deacons and Stephen Ministers to provide congregational care. Provide counseling prior to marriage and/or baptism and other counseling as may be appropriate. Lead classes for new members.
4. Serve as Moderator of the Session, providing guidance with program planning, direction and review as necessary. Provide organizational oversight for the work of the church.

5. Work collegially with the Session in support of educational programs of the church including teaching as needed. Provide leadership for adult, youth and children's programs, including Bible studies.
6. Lead the Session, the Deacons and the congregation in developmental tasks toward preparing the congregation to accept an installed pastor. This would include assessing the church's present and future identity, empowering the church's lay leadership for change and guiding the congregation's continued spiritual growth through our Natural Church Development work.
7. Serve as Head of Church staff.
8. Meet with the National Capital Presbytery's Interim Support/Accountability Group, submit required reports to the Presbytery's Committee on Ministry and ensure compliance with the Code of Ethics of the Presbytery.

Desirable Characteristics:

Strong pulpit presence

Strong leadership qualities and motivational skills

Effective leadership with children, youth and young families

Familiarity with Stephen Ministry program

Action/goal oriented

An experienced administrator

Visionary skills

Submit resumes to:

Bob Plumb, Beth Rudnic

Co-Chairs, Interim Pastor Search Committee

ppcinterim@gmail.com

OR

Potomac Presbyterian Church

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