

## TEMPORARY SUPPLY PASTOR

United Presbyterian Church of Washington, IA is seeking an ordained minister in the PC(USA) or a denomination in full communion with PC(USA) for full-time to 3/4 time, temporary employment as pastor and head of staff while the church completes its search for an installed pastor. The successful candidate will have strong communication (both written and oral) and administrative skills, with 2 or more years of pastoral experience in a church setting.

The job entails all the duties typically required of a solo pastor including preaching, celebration of the sacraments, and planning/coordination of worship for two Sunday morning services each week; participation in governance and administration of the church; providing pastoral care; supervising staff and volunteers; and providing other pastoral services as required. The job also requires encouraging and leading the congregation during this transitional period, with a goal of maintaining established structures, programs, and plans in preparation for the arrival of the next installed pastor.

The church anticipates offering a contract for up to one year, with 30-day notice by either party to terminate the agreement, start date to be negotiated. Compensation will follow Presbytery of East Iowa guidelines. To express interest and learn more about the position, email resume and cover letter to UPChurchSearch@gmail.com

### JOB DESCRIPTION

Washington United Presbyterian Church  
Temporary Supply Pastor - Full to 3/4 Time

Be responsible for providing pastoral services such as, but not limited to:

- Moderating Session meetings and collaborating with others in preparing for worship
- Preaching at two Sunday services
  - 1st Service is a traditional
  - 2nd Service is a contemporary
- Administration of the sacraments
  - About once per month at church services – schedule set in conjunction with Session
- Conducting funerals
- Officiating at weddings
- Overall church administration
  - Be Head of Staff and work with current staff (Director of Music and Arts, Director of Youth Ministry, Visitation Pastor, Organist, Secretary/Treasurer, Financial Secretary and Janitor. A Preschool Director is associated with the church, but not a position to oversee) to handle daily church operations.
    - We currently have several strong and capable traditional church committees to help oversee some of the day-to-day managing of the church, such as Worship, Finance, Property, Mission, Christian Education and Personnel. This position may be requested to assist these committees from time to time, but not on a regular basis. This position may become involved with any of these committees if desired.
- Teaching of an adult Sunday School class is available, if desired
- Visitation of congregation, home bound, and hospital patients in coordination with our visitation pastor.
- Participation in church events and celebrations, such as our Saturday Kitchen (a weekly free lunch for the community in conjunction with several other churches in town)
- Attendance of Washington Ministerial Association meetings is encouraged