

Faith  Hope  Love =

***GREENFIELD AVENUE PRESBYTERIAN CHURCH***

**Interim Pastor Job Description  
Greenfield Avenue Presbyterian Church (GAPC)**

GAPC is a church filled with dedicated and thoughtful members located in the Greater Milwaukee Area. We strive to better our local community, spread God's love, and connect with the larger world through mission and giving. Join us as we continue to focus on these wonderful goals and grow into the future.

**Position Title:** Interim Pastor, Greenfield Avenue Presbyterian Church, West Allis, WI

**Accountability:** Accountable to the Presbytery and to the congregation through the Session. In meeting this responsibility, the Interim Pastor will be expected to exercise pastoral, administrative, and leadership qualities within the church organization.

**Purpose:** The Interim Pastor will work with the Session and the church staff to provide opportunities for members to engage in worship, discipleship and mission. He/she will use their developed interim-specialist skills to assess the congregation's current and long-term needs and provide inspiring counsel and leadership to help the church identify what it is called to be in the future. The Interim Pastor will support the congregation so that it can continue to identify its mission and purpose as the body of Christ during the time between installed ministers. He/she will help prepare the congregation for new pastoral leadership.

**Qualifications:**

- Graduate of a nationally recognized seminary or divinity school
- Experience as a called pastor and/or interim pastor
- Experience in a supervisory roll
- Effective interpersonal and communications skills
- Compassionate
- Flexible

**Responsibilities:**

- To provide outstanding preaching and teaching ministry to a church in transition

- Perform administrative duties; work with the other church staff and volunteers guided by their job descriptions
- To moderate session meetings and meet with committees
- To assist in congregation communications through the monthly newsletter and personal contact
- To attend and support church functions
- To assist the congregation in the interim tasks of:
  - Leading the church to a renewed vision for their future
  - Providing for smooth transition of congregational leadership
  - Preparing for the welcoming of the new pastor
  - Administer sacraments of communion and baptism and to officiate at weddings and funerals
- To provide pastoral services for those in crisis situations, visiting church members, counseling as needed

**Term:** Contract is for one year with the option to cancel with one month's notice by either party. This position is for 40 hours per week with a salary range between \$48,000 - \$56,000 annually. This is an effective salary and it is negotiable depending on experience and includes housing allowance. Other benefits through the PC USA Board of Pensions.

Interested individuals should send a cover letter and resume/PDF to:  
GAPCIPNC@gmail.com

Greenfield Avenue Presbyterian Church  
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West Allis, WI 53214-4133  
(414) 453-3710