

First Presbyterian Church
of Morris, Illinois

Job Description for
Interim Associate Pastor/CRE

- Vision of Church:** Through the Holy Spirit, we are
Coming alive to God's Grace
Actively serving with Love
Reaching out in Faith
Embracing Jesus Christ
- Position Purpose:** The interim associate pastor/CRE will assist the Pastor in the areas of pastoral care, Christian Education leadership, and other pastoral duties as may be deemed appropriate, including participating on the Christian Education, Deacons, Outreach/Fellowship, and Mission committees; shut-in visitation, emergency visitation, lead adult small groups, and participate in church community outings. Additionally, the interim Associate may be called upon to preach when the pastor is on vacation or otherwise unavailable.
- Type of Position:** Non-exempt, part-time
- Responsible to:** The Pastor and Session. All employees are subject to the authority of the Session in Personnel matters and compensation.
- Staffing role:** Pastoral care, visitations, Christian Education leadership
- Basic Responsibilities:** The Interim Associate will be responsible to lead the Christian Education program, attend committee meetings working on Christian Education, Deacons, Outreach/Fellowship, and Mission. Also, participate in shut-in visitation in home-bound and nursing home people; occasionally attend to emergency visitation at Morris Hospital as needed; coordinate adult small groups, such as Bible studies and outings. Occasionally/as-needed to fill pulpit supply.
- Standards and Quality:**
1. Supports the vision and ministry of the church
 2. Attends staff meetings
 3. Maintains a positive working relationship with the staff
 4. Serves as a liaison between the various volunteer CE leaders and the CE Committee
 5. Recruits volunteers to teach the various classes and seminars that may be presented
 6. Organizes Vacation Bible School and Sunday School classes by delegating leaders and being available during those hours for problem-solving, including the Nursery workers
- Entry Level Requirements:**
1. Ideal candidate would possess a minimum of certification as a commissioned ruling elder, or Pastor
 2. Must be familiar with church life and schedules
 3. Submit to a criminal background check and be able to pass a substance abuse test. Provide at least three character references at the time of application
- Compensation Structure:**
- The interim Associate will be paid on an hourly basis, based on approximately 20 hours per week at a wage set by Session.