

PART-TIME DESIGNATED INTERIM PASTOR

Things to Know

First Congregational Church Port Washington, Wisconsin

As our half-time Designated Interim, Pastor Jim has agreed to lead First Congregational Church with part-time hours ranging from 20-25 hours per week.

High level responsibilities include:

- Lead three to four Sunday services each month throughout the year, and maintain consistent presence during Lent and Advent.
- Support our staff and Church Council as needed, through meetings and other administrative/church business.
- Office presence and general support for the congregation.
- Prioritized pastoral care.
- Discern and support the congregation with finding purpose and identity.
- Conduct and officiate baptisms, funerals, and weddings. Organize welcome of new members.
- Provide counseling and make appropriate referrals.
- Provide counsel to the Pastoral Search Committee when requested.

** These responsibilities will be adjusted as necessary to balance the needs of the congregation and the balance of time availability by the Interim Pastor.

We the **congregation** shall

- 1. Remain fluid, flexible, supportive and open in all ways possible. Adjusting to a part-time minister is a change for all of us.**
- 2. Be open to new ways of continuing our ministry within our church community (lay leadership, adjustment to programming, etc.).**
3. Commit to working through the church developmental tasks as led by the Interim Pastor or other lay leaders.
4. Seriously consider implementing programs suggested by the Interim Pastor.
5. Actively pursue the calling of a settled pastor by forming a Search Committee with the initial task of updating our Church Profile.
6. Support congregational members through visits and care needs in partnership with the Interim.
7. Maintain education, mission, music, and other ministries of the congregation.
8. Continue to support our staff.
9. Support the involvement of the Interim Pastor in denominational activities, clergy associations, and Interim Ministers' Support Groups.
10. Provide resources for professional consultation with specialists, when needed, in order to assist the Interim Pastor in accomplishing the goals of interim ministry.
11. Establish an interim ministry/transitional team (Pastoral Relations Committee or other group) to serve as a confidential support and advisory group for the Interim

Pastor, to monitor progress in accomplishing the developmental tasks and to act as a link between the pastor and the congregation.

12. Provide feedback to Church Council on concerns or joys with the Interim's performance and relationship with members on a regular basis.

Things to note:

1. The Designated Interim Contract will begin on 3/1/2025 and will be a one-year contract, with the option to renew in three-month increments, at a minimum. The term "designated" also means that we are able to consider Pastor Jim for our settled minister position.
2. Church Council will renew our efforts to recruit a Search Committee. This needs to be a diverse group of 8-10 people to work on our Church Profile in the near term.
3. Before our profile is posted widely, if Pastor Jim is interested in the settled minister position, the Search Committee will interview him for the settled position and present the recommendation to Church Council.
4. Church Council will continue to consult with the UCC Conference minister as we continue to navigate this transition.