

Application must be received by February 18, 2022

**ELCA**  
**Advent Lutheran Church**  
**16870 Murphy Avenue**  
**Morgan Hill, CA 95037**  
**(408) 779-3551**  
[www.advent-lutheran.org](http://www.advent-lutheran.org)

**Job Title:**

Sabbatical Interim Minister

**Time Frame:**

May 1 - August 31, 2022

**Work Schedule:**

This is a ¾ time position (30 hours per week). With the exception of Sunday worship and scheduled Staff, Church Council and Executive Committee meetings, the distribution of hours is flexible and is to include portions of three weekdays per week onsite. The onsite weekdays are by mutual agreement.

**Reports to:**

The Sabbatical Interim Minister is directly accountable to the Church Council.

**Supervisory Responsibilities:**

The Sabbatical Interim Minister is expected to work collegially with the congregationally called Pastor, as well as with the Administration and Operations Manager, Communication Specialist, Accompanist, and Bookkeepers. With the approval from the Synod office, a monthly telephone consultation with the Synod office is also expected.

**Job Summary:**

Our ministry comes from Christ through the church and belongs to the whole people of God. The gospel calls all Christians to be ministers in word and deed, so it is the privilege of every Christian to be a steward of the gospel of God's reconciling love. The whole church ministers as it celebrates God's presence, shares the good news, cares for those in need and witnesses to the power of God's love.

The Evangelical Lutheran Church in America recognizes the office of pastor. It also recognizes that there are occasions when congregations need to be served by a Sabbatical Interim Minister when the congregational called Pastor is away on sabbatical. Keeping in mind the apostolic advice that all things be done decently and in order (I Corinthians 14:40), the church provides a covenant between a Sabbatical Interim Minister and a congregation.

## **Position Duties and Expectations:**

- Weekly worship preparation and preaching.
  - Prepare the weekly service folder with the assistance of the Administration and Operations Manager. Choose or write prayers, along with liturgy elements and songs with assistance from Worship and Music leaders. Advent values liturgical worship, creative worship experiences, and opportunities for people within the church community to contribute special music and be involved in worship leadership in other ways.
  - Preach and preside for a weekly Sunday service, at 9:30 AM, during the Sundays of Pastor Warner's absence. This includes leading a children's message each week (or arranging for someone else to do so) and writing and leading the prayers of the church. On May 1, when Pastor Warner is present, you will be installed as Sabbatical Interim Minister and have no other responsibilities that day.
  - If there are requests for baptisms, talk with candidates and/or their families to determine if it is better for them to move ahead with a baptism during the summer or to wait until Pastor Warner's return.
  - You are encouraged to participate often in the weekly clergy text study at 9:30 AM Tuesdays at Christ Lutheran Church in Aptos.
  - If you are seriously ill or otherwise unable to lead Sunday worship, work with the Worship and Music Chair and consult the Pulpit Supply list left by Pastor Warner to identify and schedule substitute leadership.
  - An important note is that although the Advent community is invited to participate in services at Mt. Cross on June 12, a service should still be held at Advent for those who choose not to attend the Mt. Cross service and the regular live-stream participants.
  
- Occasional worship leadership.
  - Lead funeral or memorial services as requested by the congregation. This includes meeting with bereaved families, developing the service, arranging for an accompanist as requested, notifying the Community Connections Chair if there is to be a funeral reception, and leading the worship service.
  - If you are contacted by a local funeral home with a request to officiate for a funeral or memorial service for someone unrelated to the congregation, you may either accept or decline to do so at your discretion.
  - Preside at a simple outdoor communion service on the first Sundays of June, July and August at 12:00 noon.
  
- Pastoral Care
  - Provide pastoral care to the ill, hospitalized, and bereaved.
  - Provide pastoral counseling (no more than three sessions per person per issue) for those who are addressing spiritual, personal, and emotional issues and request such counseling, and make referrals as appropriate.

- Teaching
  - Schedule and lead a class series or Bible study on any topic you would like to teach. If you do not have specific teaching topics, then lead a weekly lectionary Bible study each Sunday you preach unless other events are scheduled. This is an informal time for people to reflect upon the entire worship experience, including the sermon, and to study and engage in conversation about the scripture texts, hymn or song texts, prayers, etc.
  - Lead the Mary and Martha Circle Women's Bible Study on June 8, July 13, and August 10 from 10:30 AM to Noon, using the Gather magazine study.
- Day-to-Day Management
  - Engage in weekly staff meetings (currently scheduled for 2 PM on Tuesdays) with the Administration and Operations Manager and the Communications Specialist and conduct any follow up meetings needed with any staff person. Provide guidance as necessary and call upon Church Council leadership to mediate any wider-ranging issues.
  - Ensure that the Administration and Operations Manager enters new visitors in the Shepherd's Staff database and keeps a running list of new summer visitors for Pastor Warner and designated lay leaders to review.
  - The Church President will approve appropriate PTO for the Administration and Operations Manager, in consultation with the Sabbatical Interim Minister, and will email notice of the approval to bookkeeper Judith Dunham at [dunhamja1@gmail.com](mailto:dunhamja1@gmail.com).
  - Be responsible for the recording of baptisms, marriages, funerals, and the maintenance of the membership rosters.
  - Report the statistics of the parish promptly and fully, as requested by the Evangelical Lutheran Church in America.
- Communication
  - Work with the staff and Council leadership to ensure that notices are placed appropriately in the weekly worship folder and "This Week at Advent" e-notice.
  - Provide ways for staff members and Council leaders to contact you, through email and telephone. Monitor the Pastor's voice mail through the church office.
- Administration and Leadership
  - Via Zoom, attend monthly Church Council meetings (fourth Tuesday of each month, 7-9 PM) and monthly Executive Committee meetings (second Monday of each month, 7-9 PM). Upload to the Church Council Box folder a brief written Minister report prior to each Council meeting. (Details for this report will be provided by Pastor Warner prior to her departure for Sabbatical.)
  - Via Zoom, attend monthly Worship and Music Committee meetings as scheduled.
  - Attend one Communications Committee meeting and one Stewardship Committee meeting each during the summer, for observation and feedback.

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- Meet with the Youth Gathering preparation team and youth attending the ELCA National Youth Gathering at least once and as needed
- Training
  - Participate in Safe Community Training for Advent Lutheran. (More details will be made available during the first Transition Preparations meeting with Pastor Warner.)
- Transition Preparations
  - Schedule a 2 hour in-person meeting with Pastor Warner to prepare for the transition of the church ministry.
  - Schedule a 2 hour in-person meeting with Pastor Warner to review the Interim period and prepare Pastor Warner for resuming her position.

**Important Notes:**

- As per ELCA policy, agree under no circumstances to be available for regular call to this congregation.
- As per ELCA policy, agree not to become a member of this congregation after this agreement terminates.

**The Sabbatical Interim Minister is not expected to:**

- Officiate at weddings unless you are qualified and have chosen to make separate arrangements with the couple and the Church Council.
- Lead or participate in longer-range organizational work in the congregation, including that related to Strategic Planning, Faith Development, Adult Education, Sunday School, etc.
- Consult with the congregation or its leaders on the financial affairs of the congregation.
- Actively plan the annual fall giving response program with the Stewardship Committee.

**Qualifications:**

- Ordained minister rostered in the ELCA, or ministry candidate in the ELCA whom the Sierra Pacific Synod Bishop will authorize for word and sacrament ministry in this setting
- Able to understand, believe, and interpret the doctrines of the ELCA
- At least 5 years of pastoral experience is preferred
- Excellent verbal and written communication skills, including through public speaking
- Comfort with using technology (Zoom, Box, email, Google Docs, etc.)
- Warm and friendly demeanor
- Superior skills in listening, counseling, and negotiating
- Demonstrated good judgment and adherence to standard confidentiality practices
- Ethical and trustworthy
- Enthusiastic and persistent
- Problem solving skills
- Commitment to working in a team staff environment
- Verifiable references and background check are required

**Physical Requirements:**

- Prolonged periods of sitting
- Must be able to lift up to 15 pounds at times

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- Adherence to Santa Clara County and Church Council stipulations regarding the use of PPE
- Documentation of full vaccination and boosters for COVID-19

**Compensation:**

- Competitive, negotiable and commensurate with experience
- Church Executive Committee will be guided by Synod-approved salary guidelines.

**Benefits:**

- One week, including one weekend, of paid time off during July. You are responsible for securing pulpit supply and preparing the worship service for that weekend. Advent will pay the cost of pulpit supply.
- An additional self employment tax offset paid as salary
- Mileage reimbursement for miles driven in congregational service at current IRS rate.
- Other material reimbursements for office supplies as needed.

**Contact:**

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